



## INVITATION FOR BIDS

City of Newport News

IFB #2015-1481-2003

August 6, 2014

Office of Purchasing, Office of the Purchasing Agent

4<sup>th</sup> Floor, City Hall, 2400 Washington Avenue

Newport News, VA 23607

Phone: (757) 926-8031/ Fax: (757) 926-8038

<http://www.nngov.com/purchasing>

### 2014 JEFFERSON AVENUE RESURFACING PROJECT

Sealed bids subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Agent, 4<sup>th</sup> Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid.

**SCOPE OF WORK:** Includes furnishing and placing approximately 8,200 tons of bituminous concrete and related items.

**Bid Due:** 2:30 p.m., August 26, 2014

**Contract Officer:** \_\_\_\_\_

*Shari D. Colvin, CPPB, VCO, Deputy Director, [scolvin@nngov.com](mailto:scolvin@nngov.com) and copy Lawrence Shaw, Assistant Buyer, [shaw@nngov.com](mailto:shaw@nngov.com)*

**\*\*AN ORIGINAL SECTION "A" AND ONE DUPLICATE COPY IS REQUESTED\*\***

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within (60) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This form must be signed. All signatures must be original and not photocopies.)

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## CONDITIONS AND INSTRUCTIONS

Rev: 08/05/2014

1. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the goods and/or services and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. In case of conflict, the bid may be deemed non-responsive. The City's published specifications shall supersede any additional writings submitted with the bid. Such writings should be clearly marked and noted on the exception page.
2. All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
3. Bids and amendments thereto, if received by the Office of Purchasing after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Office of Purchasing as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be considered in determination of low bid.
4. If City Hall is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
5. Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the goods and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder on his part to furnish and deliver the goods and/or services quoted at the prices stated and in accordance with the conditions of the accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all goods and/or services specified and delivered.
6. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice not later than two business days after bids are publicly opened. Work papers showing evidence of error(s) may be required. Upon request, administrative withdrawal procedures will be provided that shall be used for that purpose.
7. If issued, addenda to this solicitation will be posted on the Office of Purchasing's website ([www.nngov.com/purchasing](http://www.nngov.com/purchasing)). It is the bidder's responsibility to check the website or contact the Office of Purchasing prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package.
8. The solicitation document maintained by the Office of Purchasing, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between bid

documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the bidder may be cause to disqualify your bid.

9. Award will be made to the lowest responsive and responsible bidder. The quality of the goods and/or services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications and references will be taken into consideration in making an award. Length of time for delivery as well as price may be considered in awarding the bid.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the Purchasing Agent may negotiate with the apparent low bidder to obtain a contract price within available funds.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Office of Purchasing at City Hall. Notice of award may also appear on the Purchasing Website: [www.nngov.com/purchasing](http://www.nngov.com/purchasing) or [www.demandstar.com](http://www.demandstar.com).

10. The City reserves the right to reject any and all bids, including if the City determines that any of the bid prices are significantly unbalanced to the potential detriment of the City, and to waive any informality, if it is determined to be in the best interest of the City.
11. Prices shall be stated in units of quantity specified. No additional charges shall be passed on to the City, including any applicable taxes, delivery, or surcharges. Prices quoted shall be the final cost to the City.
12. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
13. In case of error in the extension of prices, the unit price shall govern.
14. The time of proposed delivery must be stated in definite terms. If time of delivery for different goods and/or services varies, the bidder shall so state.
15. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
16. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the goods and/or services desired. The goods and/or services on which bids are submitted

must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on goods and/or services other than as specified, bidder shall furnish complete data and identification with respect to the alternate goods and/or services they propose to furnish.

Consideration will be given to bids submitted on alternate goods and/or services to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the goods and/or services he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact goods and/or services described.

17. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
18. All bids must be signed by a responsible officer or employee having the authority to sign for the firm. The bidder agrees that its contract performance shall be in strict conformance with the contract documents.
19. By signing this bid, the bidder assigns to the City any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
20. The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.
21. **Hold Harmless and Indemnification:** The contractor shall defend, indemnify and hold the City, and City's employees, agents, and volunteers, harmless, from and against any and all damage claim, liability, cost, or expense (including, without limitation, reasonable attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the contractor, its employees, agents, and volunteers, or incurred by or claimed against the City, City's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the contractor. This indemnification and hold harmless includes, but is not limited to, any financial or other loss including, but not limited to, any adverse regulatory, agency or administrative sanctions or civil penalties, incurred by the City due to the negligent, fraudulent or criminal acts of the contractor or any of the contractor's officers, shareholders, employees, agents, contractors, subcontractors, or any other person or entity acting on

behalf of the contractor. Unless otherwise provided by law, the contractor indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the contractor under worker's compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.

22. The contractor agrees to defend and save the City, its agents, officials, volunteers and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, goods and/or services or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee, to the same extent as provided in the above paragraph.
23. The contractor shall keep fully informed of all federal, state and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations.
24. **The contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986, as amended.**
25. All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, as amended, or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Number or Statement: \_\_\_\_\_

Any business entity that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, as amended, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

26. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

One hundred twenty thousand dollars (\$120,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is seven hundred fifty thousand dollars (\$750,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Ten thousand dollars (\$10,000.00) or more, but less than one hundred twenty thousand dollars (\$120,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than seven hundred fifty thousand dollars (\$750,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but less than ten thousand dollars (\$10,000) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars (\$150,000) shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. \_\_\_\_\_."

"Licensed Class B Virginia Contractor No. \_\_\_\_\_."

"Licensed Class C Virginia Contractor No. \_\_\_\_\_."

27. Availability of Funds: A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

28. **Payment Terms:**

- a) Payment terms shall be "Net 30 days" unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by bidder for prompt payment of bills.
- b) Discount period shall be computed from the date of proper receipt of the contractor's correct invoice, or from the date of acceptable receipt of the goods and/or services, whichever is latest.

- c) The payment terms stated herein must appear on the contractor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the contractor for correction.
  - d) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)
- 29. In event of default by the contractor, the City reserves the right to procure the goods and/or services and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby.
- 30. Appeals Procedure: Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely, all appeals shall be made within the time period set forth in Chapter 2, divisions 4 and 5 of the City Code.
- 31. **It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women, minorities and service disabled veterans and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women, minorities and service disabled veterans through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidder is requested to complete the SMB, WBE, MBE and SDV Business Requirements form within this document.**
- 32. The City has a directory of Newport News Small, Women-owned, Minority and Service Disabled Veteran-owned (SWAM) businesses. The directory is available at [www.nngov.com/purchasing](http://www.nngov.com/purchasing).
- 33. This public body does not discriminate against faith based organizations.
- 34. Non-Discrimination: During the performance of this contract, the contractor agrees as follows:
  - (a) It will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.



- (b) The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.
- (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.

- 35. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 36. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
- 37. **Governing Law and Venue:** This solicitation and any resulting contract is subject to the laws of the Commonwealth of Virginia and the Newport News City Code. Any litigation with respect thereto shall be brought in the courts of the City of Newport News, Virginia, or the United States District Court for the Eastern District of Virginia, Newport News Division.
- 38. Severability: If any provision of this contract or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

39. **Termination by the City or the Contractor, or both, for convenience (Not applicable to contracts subject to the Department of Engineering Standard dated August 1, 1983, as amended, or the Department of Public Utilities “General Conditions”):**

The parties may terminate the contract at any time by mutual written agreement.

In addition, if the contract is an extended term contract, after completion of the first contract period, either party may terminate the contract without penalty or financial obligation, except that the parties remain liable for performance of all terms, conditions, and obligations through the date of termination. Written notice of termination shall be given to the other party a minimum of sixty (60) days prior to its effective date.

40. **Termination for Cause (Not applicable to contracts subject to the Department of Engineering Standard dated August 1, 1983, as amended, or the Department of Public Utilities “General Conditions”):**

In the event that the contractor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City may give the contractor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material.

The City may, in its discretion, provide the contractor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, or agreed upon by the parties in writing, the contractor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the contractor unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the contractor to cure the default, the City may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City terminates the contract, the contractor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the City shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.

41. **Bid Bond:** A bidder's bond or certified check in the amount of five percent (5%) of the amount bid shall accompany any bid in excess of \$100,000.00 for the bid to be acceptable.
42. **Performance and Labor and Material Payment Bond:** The Contractor shall have ten (10) days from the date of the City's request to provide a performance bond and a labor and material payment bond, (Use only the forms provided by the City, unless otherwise approved by the City Attorney) in the amount of the contract price, as security for faithful performance of the work in strict conformity with the Contract Documents and for payment of all persons who perform labor and furnish materials in prosecution of the work. The surety on such bonds shall be duly authorized to do business in the Commonwealth of Virginia and be satisfactory to the City.

43. **Direct contact with others besides the Office of Purchasing, including other City departments or the City's consultants, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the contracting officer. Violation may result in a determination that your firm is ineligible for award.**
44. **Questions or comments related to this solicitation shall be directed to the contract officer, and/or assistant, whose name and contact information appears on the front of this document. All questions must be submitted in writing (facsimile or email); telephonic inquiries will not be considered.**
45. Successful bidder shall furnish all required bonds, certificates of insurance and required endorsements on City approved forms included in this bid package. Any other forms are not acceptable and shall not be approved by the City Attorney's office. Time is critical on this work and non-compliance will delay the work and may be cause to make award to the next qualified bidder.
46. Engineering Department Standard Specifications dated August 1, 1983, Newport News Waterworks Distribution Standards for Materials and Construction (latest edition), and HRPDC Regional Construction Standards:

This contract may consist of contractual terms, plans, and technical specifications contained in the above three publications. Only Sections 1000 through 1012 of the August 1983 Engineering Department Standard Specifications apply when the specific type of work to be performed under the contract (various aspects of horizontal improvements, such as roadways, drainage and utilities) is covered by the HRPDC Regional Construction Standards (5<sup>th</sup> edition), in which case Divisions 2 through 8 of the HRPDC Regional Construction Standards will apply with the exception of water distribution standards. The Newport News Waterworks Distribution Standards for Materials and Construction (latest edition) applies in lieu of the HRPDC Regional Construction Standards Division 8 for such improvements. If the type of work to be performed under the contract is not covered by the HRPDC Regional Construction Standards, then the 1983 Engineering Department Standard Specifications apply in their entirety, along with the Waterworks Distribution Standards, unless otherwise indicated. In addition, if additional plans, special conditions, specifications, or addenda are included as part of the invitation for bid package apart from the above three publications, those additional plans, special conditions, specifications, and addenda will take precedence over any conflicting HRPDC Regional Construction Standards or conflicting Standards contained in the August 1983 Engineering Department Standard Specifications, or Waterworks Distribution Standards.

- The August 1, 1983 Engineering Department Standard Specifications are available for \$15.95, including tax, per copy (and nonrefundable) from the Department of Engineering, City Hall building, 8<sup>th</sup> Floor, Newport News, VA 23607, telephone (757) 926-8611. In this publication, all references to the Director of Engineering with respect to sections involving the Invitation for Bids

and prior to an actual contract award being awarded shall be defined and interpreted as the City's Purchasing Agent, or designee.

- The HRPDC Regional Construction Standards (5<sup>th</sup> edition) is available on line at the HRPDC web site or a copy can be purchased from the HRPDC office.
- Newport News Waterworks Distribution Standards for Materials and Construction (latest edition) is available free on line at <http://www.nngov.com/waterworks/downloads/diststandards>. Additionally, a hard copy is available for \$10.00 each, including tax, (and nonrefundable) at Lee Hall Maintenance & Operations Center, 425 Industrial Park Drive, Newport News, Va., 23608.

The bidder certifies that prior to submitting a bid they will have a copy of each applicable Standard Specification and shall keep a copy on the job site at all times if they are the lowest responsive and responsible bidder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

47. **Liquidated Damages:** TIME IS OF THE ESSENCE ON THIS CONTRACT. Failure of the Contractor to complete the work within the time allowed will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine. For each consecutive calendar day in excess of the time specified for completion of the work, the Contractor shall pay to the City, or have withheld from monies due it, the sum of **\$900.00 per day**.

Execution of the contract under these specifications shall constitute agreement by the City and Contractor that this amount per day is the minimum value of the costs and actual damage caused by failure of the Contractor to complete the work within the allotted time, that such sum is liquidated damages and shall not be construed as a penalty, and that such sum may be deducted from payments due the Contractor if such delay occurs.

Permitting the Contractor to continue and finish the work or any part thereof after the contract time or adjusted contract time, as pertinent, has expired shall in no way operate as a waiver on the part of the City or any of its rights under the contract.

Payment of liquidated damages shall not release the Contractor from obligations in respect to the fulfillment of the entire contract, nor shall the payment of such liquidated damages constitute a waiver of the City's right to collect any additional damages which may be sustained by failure of the Contractor to carry out the terms of the contract, it being the intent of the parties that said liquidated damages be full and complete payment only for failure of the Contractor to complete the work on time.

48. **Permits,** Contractor shall be responsible for furnishing all necessary permits as required by the City Newport News prior to start of construction. The Contractor is required to obtain and pay for all necessary permits along with required bonds and insurance. A minimum \$5,000.00 bond for Right-of-Way permits and a minimum \$2,000.00 for land

disturbing permits (based on area disturbed). These bonds are in addition to any bid bond, performance or payment bond required as part of the bid. Contractor shall also be responsible to obtain and pay for any required permits from State or Federal agencies. The project signs, right-of-way permit, land disturbing permit, etc. and associated bonds shall also be included in this bid price. Proof of approved final inspections relating to these permits shall be required before final payment is made.

49. **Insurance:** The contractor shall maintain adequate liability insurance, which shall protect and save harmless the City of Newport News, Virginia, and its officials from all suits and actions of every kind and description arising from injury or damage to persons and property in the prosecution of said work or in failure to properly safeguard same, and from all claims arising under the workmen's compensation laws. The contractor shall furnish proof of said insurance prior to commencement of services. Separate forms, which name the City as additional insured and as alternate employer, must be included with the Certificate of Insurance. **Please make sure prior to submitting a bid that all insurance endorsements forms have been reviewed by your insurance carrier.**

The Commonwealth of Virginia requires construction contractors and subcontractors to obtain and maintain worker's compensation insurance while performing work on behalf for the City. Evidence of coverage needs to be provided prior to commencement of work.

Sample forms CG 20-10 (naming the City as additional insured for liability claims) and WC 00-03-01 (naming the City as an alternate employer for Worker's Compensation claims); and the Commonwealth's form for Worker's Compensation Certificate of Coverage are attached (**See Section B**).

Contractor shall have ten (10) days from the date of the city's request, to provide insurance documentation. Failure to provide the Certificate and forms within this period may be cause for the City to award a contract to the next responsive bidder, and hold the original contractor liable for excess costs.

50. The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends to be considered must be submitted with the bid as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.
51. Failure of the contractor to perform the contract by reason of this non-acceptance of additional conditions shall result in termination of the contract by the City, and may result in debarment of the contractor for a period of up to three years. Termination and/or debarment of the contractor shall not constitute a waiver by the City of any other rights or remedies available to the City by law or contract.

52. **Records and Inspection:** The contractor shall maintain full and accurate records with respect to all matters covered under this contract, including, without limitation, accounting records, written policies and procedures, time records, telephone records, and any other supporting evidence used to memorialize, reflect, and substantiate charges or fees related to this contract. The contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the City and its employees, agents or authorized representatives after giving at least three (3) days notice to contractor by the City. The City shall have access to such records from the effective date of this contract, for the duration of the contract, and for five (5) years after the date of final payment by the City to the contractor pursuant to this contract or any renewal or extension of this contract. The City's employees, agents or authorized representatives shall have access to the contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits.
53. **Rights and Remedies Not Waived:** In no event shall the making by the City of any payment to the contractor, or the waiver by the City of any provision under this contract including any obligation of the contractor, constitute or be construed as a waiver by the City of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the contractor, and the making of any such payment by the City while any such breach or default exists shall not impair or prejudice any rights or remedies available to the City.
54. **Independent Contractor:** The contractor and any employees, agents, or other persons or entities acting on behalf of the contractor shall act in an independent capacity and not as officers, employees, or agents of the City.
55. **Conflict:** In the event of a conflict between the contract documents, including these Conditions and Instructions, and the terms of a purchase order or related document issued by the Office of Purchasing, the contract documents shall control.
- In the event of a conflict between the Department of Engineering Standard Specifications dated August 1, 1983, as amended, HRPDC Regional Construction Standards (5<sup>th</sup> Edition), and the contract documents (including the General and Special Conditions), the contract documents shall control unless otherwise provided. In addition, Special Conditions take precedence over General Conditions.
- In the event of a conflict between the Department of Public Utilities "General Conditions" and the contract documents (including the General and Special Conditions), the contract documents shall control unless otherwise provided. In addition, Special Conditions take precedence over General Conditions.
56. **Entire Agreement:** This contract and any additional or supplementary documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties

hereto. This contract shall not be modified, altered, changed or amended unless in writing and signed by the parties hereto.

57. **Scheduling and Delays:** The parties to any contract resultant of this solicitation acknowledge that all or part of the work to be performed hereunder may be delayed and extended at the option of the City. Such delays may be caused by delays, denials and modifications of the various state or federal permits, or for other reasons. The City shall not be required to pay any of the Contractor's direct or indirect costs, or claims for compensation, extended overhead, or other damage or consequential damages arising out of or related to any delays or interruptions required or ordered by the City. If the City delays the project for any reason for a continuous period of ninety (90) days or more, the City and Contractor will negotiate a mutually agreeable adjustment to the Contractor's award amount. **Notwithstanding the above, in construction contracts, to the extent that an unreasonable delay is caused by the acts or omissions of the City due to causes within the City's control, the above waiver or release shall not apply.**

## **ANTI-COLLUSION CERTIFICATION**

The bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_



**SMALL, WOMEN-OWNED, MINORITY, AND SERVICE DISABLED  
VETERAN-OWNED BUSINESS REQUIREMENTS**

**Rev: 10/23/2013**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), women-owned businesses (WBE), minority businesses (MBE), and service disabled veteran-owned small business (SDV), collectively known as SWAM. The success of the City to track the amount of business received by SWAM firms (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

**BIDDER/OFFEROR'S RESPONSIBILITIES:**

**A. Affirmative Steps:** Bidders/Offerors shall take affirmative steps prior to submission of bids/proposals to encourage participation in projects by SWAM firms. Such efforts may include:

(1) Establish and maintain a current solicitation list of small, women-owned, minority, and service disabled veteran recruitment sources, and assure SWAM firms are solicited once they are identified.

(2) When feasible, segmenting total work requirements to permit maximum SWAM participation, and establish delivery schedules to encourage SWAM participation.

(3) Assuring that SWAM firms are solicited whenever they are potential sources of goods or services. This step may include:

a. Sending letters or making other personal contact with SWAM firms, private agencies and state associations. SWAM firms should be contacted when other potential subcontractors are contacted, within reasonable time prior to bid submission or closing date for receipt of initial offers. Those letters or other contacts should communicate the following:

(i) Specific description of the work to be contracted;

(ii) How and where to obtain a copy of plans and specifications or other detailed information needed to prepare a detailed price quotation;

(iii) Date the information is due to the Bidder/Offeror;

(iv) Name, address, and phone number of the person in the Bidder/Offeror's firm whom the prospective SWAM subcontractor should contact for additional information.

b. Using the services and assistance of the Small Business Administration (SBA) and the Department of Minority Business Enterprises of the Commonwealth of Virginia (DMBE).

**B. Bidders/Offerors are required to respond to 1-4 below to be deemed *responsive*, and must submit with their bid/proposal or prior to award.**

If you are a SWAM firm please check one of the following boxes:

**SBE** ☐

**WBE** ☐

**MBE** ☐

**SDV** ☐

1. In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a SWAM business enterprise, put zeros in the spaces below).

Total dollars to be sub-contracted:

Company Name:

Total **SBE** Dollars     \$ \_\_\_\_\_

Total **WBE** Dollars     \$ \_\_\_\_\_

Total **MBE** Dollars     \$ \_\_\_\_\_

Total **SDV** Dollars     \$ \_\_\_\_\_

2. Provide as an attachment, description of contacts to SWAM firms, including number of contacts, work offered, dates of contact and result of contact. If none, so state:  
\_\_\_\_\_
3. Provide as an attachment, copies of advertisements for employment showing your firm as advertised to be an Equal Opportunity Employer. *(This is a requirement for firms who have received prior governmental contracts valued at \$10,000 or more and have advertised subsequently to that date)* if none, so state:  
\_\_\_\_\_
4. If you are not a SWAM business enterprise and you do not plan to utilize such firms in this contract, state your reasons:  
\_\_\_\_\_

For your convenience below is a link to the City's SWAM Directory of firms in Newport News.

[Download SWAM Directory of Firms Located in Newport News.](#)

This Minority Directory is made up of Newport News based SWAM (Small, Women and Minority) owned firms registered with our Department. They are listed by the type of work that they do. General contractors are encouraged to use these firms whenever possible on City contracts. While the City makes no claim as to their skills or suitability, we feel this could be a starting place for your search for SWAM firms. [Qualified firms not listed should contact the Office of Purchasing.

## EXCEPTION PAGE

### **EXCEPTIONS:**

Provider must sign the appropriate statement below, as applicable:

- ( ) Provider understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

- ( ) Provider takes exception to terms, conditions, requirements, or specifications stated herein (Provider must itemize all exceptions below, and return with this bid):

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Specify payment terms:**

( ) “2%-20, Net 30”      **OR**      ( ) “Net 30”

If payment terms are not specified above, then the terms shall be “Net 30”.

Providers should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.

### **Bid Results**

For a complete written tally sheet, please go to our website: [www.nngov.com/purchasing](http://www.nngov.com/purchasing)

**REFERENCES FOR BIDDERS\***

Please provide 3 references with contact person and phone number for construction projects occurring within the last 5 years (if applicable, please include 1 municipal government reference):

1. \_\_\_\_\_ tel. # \_\_\_\_\_
2. \_\_\_\_\_ tel. # \_\_\_\_\_
3. \_\_\_\_\_ tel. # \_\_\_\_\_

Please provide 3 construction projects that demonstrate your experience with street resurfacing, reconstruction, and concrete work within the past 5 years:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Provide 3 construction projects within the past 5 years where the given time frame for the project was achieved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_ YES \_\_\_\_\_ NO Possess foreman and/or crew that is familiar with street resurfacing, reconstruction, and concrete work, respectively.  
Approximate years of experience of each:

foreman: \_\_\_\_\_

crew: \_\_\_\_\_

\_\_\_\_\_ YES \_\_\_\_\_ NO Possess foreman and/or crew with experience in dealing with the public affected by construction projects

\_\_\_\_\_ YES \_\_\_\_\_ NO Company has performed construction projects for or within the limits of the City of Newport News.  
Locations: \_\_\_\_\_

**\* The City reserves the right to ask for additional information.**

## **NOTICE TO CONTRACTORS**

Sealed bids will be received by the Office of Purchasing of the City of Newport News, Virginia on the 4<sup>th</sup> Floor, City Hall Building, 2400 Washington Avenue, no later than 2:30 **p.m., August 26, 2014.**

Please be advised that all questions in reference to this project must be directed to the Office of Purchasing, Shari Colvin, CPPO, CPPB, VCO, Deputy Director, [scolvin@nngov.com](mailto:scolvin@nngov.com) and copy Lawrence Shaw, Assistant Buyer, [lshaw@nngov.com](mailto:lshaw@nngov.com). **All bid questions must be received by 1:00 p.m., August 19, 2014. Questions must be submitted in writing; telephone inquiries will not be considered.**

**SCOPE OF WORK:** Includes furnishing and placing approximately 8,200 tons of bituminous concrete and related items.

Each proposal greater than \$100,000 shall be accompanied by a bidder's bond or a certified check of five percent (5%) of the amount of the bid. Performance and Labor & Material Payment Bond amounting to one hundred percent (100%) of the contract price will be required of the successful bidder.

This contract consists of plans, technical specifications and the Hampton Roads Planning District Commission (HRPDC) Regional Construction Standards, 5<sup>th</sup> Edition - Divisions Two thru Eight and the Department of Engineering Standard Specifications Section 1000-1012. Plans and technical specifications for said contract are available for free download from our website, [www.nngov.com/purchasing](http://www.nngov.com/purchasing). The Standard Specification are available for \$15.75, including tax, per copy non-refundable, from the Department of Engineering, City Hall Building, 8th floor, Newport News, Virginia 23607, telephone (757) 926-8611. **If the Contractor submitting a bid does not have a set of the current Department of Engineering Standard Specifications, a set SHALL BE PURCHASED prior to submitting a bid at a cost of \$15.75, including tax per copy, non-refundable and shall be maintained on the job site at all times until completion of the project.**

The attention of the bidder is invited to the provisions of Chapter 11 of Title 54.1 of the Code of Virginia regulating the practice of general contracting under which it will be necessary for the bidder to show evidence of certificate of registration as provided by said code.

The City of Newport News reserves the right to reject any or all bids.

## NOTICE OF ESCROW OPTION

IF THIS IS A BID FOR CONSTRUCTION AS DEFINED IN VIRGINIA CODE SECTION 11.56.1 IN THE AMOUNT OF \$200,000.00, OR MORE, I/WE ELECT TO UTILIZE THE ESCROW ACCOUNT PROCEDURE DESCRIBED IN THE PROVISIONS OF THIS BID IF DETERMINED TO BE THE SUCCESSFUL LOW BIDDER(S) \_\_\_\_\_

(WRITE "YES" OR "NO")

## INTEREST ON RETAINAGE

At the time the Contractor submits a bid, the Contractor shall have the option to use the escrow account procedure for utilization of City retained funds by so indicating in the space provided in the bid documents. In the event the Contractor elects to use the escrow account procedure, the "Escrow Agreement" form included in the Bid and Contract shall be executed and submitted to the City within 15 calendar days after notification of award of the bid. If the "Escrow Agreement" form is not submitted as noted herein before, the Contractor shall forfeit such rights to the use of the escrow account procedure. In order to have retained funds paid to an escrow agent, the Contractor, the escrow agent and the surety shall execute an "Escrow Agreement" form and submit same to the City for approval. The Contractor's escrow agent shall be a trust company, bank or savings and loan institution with its principal office located in the Commonwealth of Virginia. The "Escrow Agreement" form shall contain the complete address of the escrow agent and surety, and the executed "Escrow Agreement" will be authority for the City to make payment of retained funds to the escrow agent. After approving the agreement, the City will pay to the escrow agent the funds retained as provided herein except that funds retained for lack of progress or other deficiencies on the part of the Contractor will not be paid to the escrow agent. The escrow agent may, in accordance with the stipulations contained in the "Escrow Agreement", invest the funds paid into the escrow account and pay earnings on such investments to the Contractor or release the funds to the Contractor provided such funds are fully secured by approved securities.

Retained funds invested and securities held as collateral for retainage may be released only as and when directed by the City. When the final estimate is released for voucher, the City will direct the escrow agent to settle the escrow account by paying the Contractor or the City monies due them as determined by the City. The City reserves the right to recall retained funds and to release same to the surety upon receipt of written request from the Contractor or in the event of default.

This section shall be applicable only to contracts for \$200,000.00, or more, for the construction of highways, roads, streets, bridges, parking lots, demolition, clearing, grading, excavating, paving, pile driving, miscellaneous drainage structures, and the installation of water, gas, sewer lines, and pumping stations.

This section shall not apply to contracts for construction for railroads, public transit systems, runways, dams, foundations, installation or maintenance of power systems for the generation and primary and secondary distribution of electric current ahead of the customer's meter, the installation or maintenance of telephone, telegraph, or signal systems for public utilities and the construction or maintenance of solid waste or recycling facilities and treatment plants.

If this contract includes payment of interest on retained funds, the contractor, exclusive of reasonable circumstances beyond the control of the contractor stated in the contract, shall pay the specified penalty for each day exceeding the completion date stated in the contract.

Any subcontract for such public project, which provides for similar progress payments shall be subject to the provisions of this section.

To The City Manager  
City of Newport News  
Newport News, Virginia

Dear Sir:

In submitting this bid, the undersigned declares that he is, or they are, the only person, or persons, interested in said bid, that it is made without any connection with any person making another bid for the same contract; that the bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the City, or any person in the employ of the City, is directly or indirectly, interested in said bid, or in the supplies or work in which it relates, or on any portion of the profits thereof.

The undersigned also declares that he had, or they have, examined all the specifications, specifically including the Standard Specifications, August 1, 1983, as amended, form of contract, and that he has, or they have, personally inspected the actual location of the work together with the local sources of supply and understands that in signing this bid, he, or they, waive all right to plead a misunderstanding regarding the same.

The undersigned further understands and agrees that he is, or they are, to furnish and provide for the respective item price bid, all necessary materials, machinery, implements, tools, labor, service, et cetera, and to do, and perform all the work necessary under the aforesaid conditions to complete the improvements aforementioned in accordance with the specifications for said improvements which specifications, it is agreed, are a part of this bid, and to accept in full compensation therefore, the amount of the summation of the products of the actual quantities, as finally determined, multiplied by the unit price bid. For the purpose of award, however, the summation of the products of the approximate quantities herein stated, multiplied by the unit price, shall be considered the total bid.

The undersigned further agrees to accept the aforesaid unit prices in compensation for any additions or deductions caused by variations in quantities due to more accurate measurements.



## BID

The following streets are scheduled to be resurfaced including miscellaneous concrete work. The City reserves the right to delete and/or add streets and/or parking lots at any time throughout the project with no adjustments in the unit prices bid. All quantities are approximate and were provided by Public Works. Exact quantities, depths and areas of work will be determined in the field by the Inspector. Construction operations shall not be performed on Saturdays, Sundays, and/or Holiday unless prior approval from the Engineer is obtained. Contractor shall pay for project inspection services. Night work is prohibited on residential streets. All concrete work, traffic loops, sanitary sewer, storm sewer, and water lines installed by others shall be completed prior to paving. Contractor's paving schedule will need to be adjusted accordingly.

### NOTE:

- Residential Paving - Paving schedule for these streets depends primarily on Public Works' reconstruction schedule. The Contractor shall be responsible for starting BM-25 work within 1 day from the date the street is made available by Public Works. The INSPECTOR will notify the Contractor when the Street(s) is ready for paving and he will also keep Contractor informed of Public Works' progress on the street(s), such that it is not a surprise to the Contractor. The Contractor shall also be responsible for starting SM-9.5A within 10 calendar days from the date the street(s) is made available by Public Works.
- Again, the INSPECTOR shall keep the Contractor informed on Public Works' progress.
- For streets reconstructed/resurfaced, the Contractor shall be responsible for but not limited to patch work, manhole and water valve adjustments, street sweeping and removal of excess stone, remove excess material, clean adjacent yards, seed and topsoil disturbed areas, and miscellaneous items.
- Work on Saturday, Sunday, and City Holiday:

In cases when the Contractor has been given an exception to work on Sunday or any City holiday, the Contractor shall be required to pay the City for project inspection services for these days. The payment rate is established at \$75.00 per Inspector, per hour, for each hour the Inspector(s) provides the inspection service, which shall include travel to and from the site. The Contractor shall submit with each monthly

invoice a check payable to the City of Newport News in an amount equivalent to the hours of Inspector service times the rate for the specific billing period. There shall be a minimum service time of two (2) hours per Inspector.

The Contractor shall request approval from the City of any scheduled work on Saturdays, Sundays or Holidays a minimum of 72 hours prior to the scheduled work date. Approval by the Director of the Department of Engineering or his representative is required. There is no obligation or requirement that the City provide this service, and the City cannot guarantee the availability of an Inspector.

Note: This requirement may not apply to contracts where work hour restrictions established by the City will require Sunday or Holiday work.

Street Name	From	To	Mill and Overlay 2" (SM-9.5)	South Bound Shoulder (SM-9.5) 2", (BM 25) 3", 8" Stone, & Woven Geotextile Fabric *
Jefferson Ave	Kings Ridge Dr	Ft. Eustis Blvd	X	X

\* The S.B. shoulder from the CSX Railroad crossing to north of Kings Ridge Drive will be rebuilt.

Intersection	Quantity VDOT CG-12
Jefferson Avenue & Woodcreek Drive	3

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	8,200	TN	SM-9.5A Bituminous Concrete		
2	121,946	SY/IN	Variable Depth and Width Milling of Asphalt/Stone		
3	300	TN	SM-1 Leveling/Scratching		
4	250	TN	BM-25 Bituminous Concrete		
5	880	TN	Crushed Stone Backfill		
6	675	CY	Asphalt/Stone/Subgrade Removal		
7	12	EA	Adjust Manholes to Proper Grade/Lower or Raise Casting		
8	4	EA	Newport News Standard Manhole Casting		
9	16	EA	Adjust Water Valves to Proper Grade/Lower or Raise Casting		
10	4	EA	Adjust Manholes/Install Rings		
11	4	EA	Adjust Water Valves/Install Rings		
12	45,000	FT	4" Pavement Line Markings		
13	2,000	FT	6" Pavement Line Markings		
14	1,000		8" Pavement Line Markings		
15	2,500	FT	24" Pavement Line Markings		
16	60	EA	Single Arrow – Pavement Marking		
17	9	EA	Double Arrow – Pavement Marking		
18	4	EA	Rail Road Crossing Pavement Markings		
19		SF	Painted Median Noses		
20	1,200	EA	Raised Pavement Marker – Double Sided w/ Steel Casting		
21	2	EA	Portable Variable Message Boards (7 Day Duration)		
22	1	LS	Mobilization/Traffic Control		
23	1	LS	Preparation of Traffic Control Plans for R/W Permit		
24	3	EA	7" Concrete VDOT CG-12/ADA Handicap Ramps, Type B, including Radial Truncated Domed Plates		
25	1,000	SY	AMCO 2016 Woven Geotextile Fabric		
			Total Bid:	\$	

The City will make the award on **Total Bid** to the lowest responsive and responsible bidder. The purchasing office reserves the right to conduct any test it may deem advisable and make all evaluations. The City also reserves the right to reject any or all bids, and to waive informalities prior to making the award, whenever it is deemed to be in its best interest.

## LIMITS OF PAYMENT

General: All work in this contract including materials and labor shall be in conformance with Virginia Department of Transportation Road and Bridge Specifications, latest edition, and subsequent revision, current Newport News Standard Specifications as amended, and Newport News Waterworks Distribution Standards as amended, unless otherwise specified. The Contractor shall visit each street to assure that his bid accurately reflects all the work required to complete the job. All excess material shall be disposed of properly off-site. Any costs relating to disposal shall be included in the overall project costs. Contractor's truck traffic shall not be permitted to run on subgrade at any time. Subgrade damaged by poor construction operations shall be undercut and backfilled at the Contractor's expense. The Contractor shall also submit for approval a list of subcontractors and a construction schedule detailing sequence of work, start and completion dates, etc. for all items. **A final inspection of each street shall be conducted and a punch item list established and completed prior to payment being made for each street. All manhole and water valve castings adjusted by the Contractor shall be checked for proper grade and if found to be unacceptable by the Inspector, the Contractor shall re-adjust the castings at no additional cost to the City. Contractor is responsible for topsoil and seeding of all disturbed areas.**

Bituminous Concrete: Payment shall be made by the unit price bid per ton in place, unless otherwise specified. Two operating rollers are required on-site at all times. Price shall include backfill BM-25 where pavement was removed or excavated and full depth patching is required at the direction of the engineer, a machine cut 30 degree angle "safety edge" paving on non-curb and gutter streets (refer to Figure 2.2 FHWA Safety Edge Drawing), asphalt wedging when required in gutters and driveway entrances, asphalt extensions to match grades of driveways where no curb and gutter exists, curb returns or intersecting streets as field marked by Inspector, tack and/or prime coat, anti-stripping additive, preparation of receiving surface, **gutter/street sweeping** and vegetation/soil removal prior to paving crew mobilizing on-site. **Contractor is responsible for all sweeping and removal of excess material, including mud, dirt, soil vegetation, and grass, from roadways, shoulders, gutter pans and yards.** Payment for SM-2A shall not be made until all miscellaneous items are completed on the street. The "ton" shall mean the short ton consisting of 2,000 pounds avoirdupois. Bituminous concrete shall be weighed on accurate scales by competent and qualified personnel. It is required that the weight of each truck load of asphalt shall be recorded by an automatic printer on an individual ticket, a copy of which is to accompany the truck to the job site and be submitted to the Inspector. Also included in this price is all temporary pavement markings, asphalt ramping required at intersections, driveways, entrances, manholes, water valves, structures, all termination points, etc. to provide a smooth transition for each day's operations. All transverse joints created by discontinuing paving operations for any period of time will require a vertical face and a tacking material applied across the new asphalt in place before joining fresh asphalt. Where longitudinal joints are created by laying fresh asphalt parallel to new asphalt in place, the asphalt in place must be a minimum of 80 degrees F or the Contractor will be required to apply tacking material along the edge of the asphalt in place where the longitudinal joints will be formed to insure a permanent bond between the edges of the two applications. RAP material utilized on this contract shall be free of trash and rubber. The Contractor shall provide and include as part of his overall project costs, two 4" heavy duty diamond top core bits, Stock #069WB0400 from Marco Supply Company or from any other supplier (product must be submitted for approval). The bits shall be provided to the City four weeks after given notice-to-proceed. NOTE: Contractor shall provide removal of grass, soil, millings, mud, and stone on existing asphalt and/or stone pavement to the satisfaction of the Inspector prior to paving crews mobilizing on-site. Portable variable message boards are required on arterial/collector streets (3 to 14 days prior to milling/paving operations or as directed by the Engineer). Also included in this unit price is the bituminous concrete connections to all driveways 3' to 5' and must be rolled as part

of the street paving. The Contractor must also cut and remove grass, soil and stone materials from driveways prior to paving. All material left by the Contractor in gutters, shoulders, yards, driveways, etc. must be cleaned up by machine or by hand (using a shovel, broom, rake, etc.) immediately following paving. The cost shall be included in the bituminous concrete prices bid.

The Contractor shall provide a Supervisor, employed by his company, on-site at all times. The proper operating equipment and crews shall also be on-site. The asphalt plant shall be a continuously operating facility. If a continuously operating bituminous plant, proper operating equipment, sufficient supervision and/or sufficient crews are NOT provided; the Contractor shall be "shut-down". The Contractor is completely responsible for any costs associated with the shut-downs.

If the asphalt is of poor quality, rideability, esthetics, etc., as determined by the Director of Engineering, the asphalt shall be milled and repaved as directed at no cost to the City. This milling and repaving shall be in effect until the one-year warranty has expired.

Milling: Payment shall be made at the unit price per square yard inch as bid based on average depth of milling as determined in the field by the Inspector, to include curb returns at intersecting streets as marked in field. Milling requirements will vary from street to street. Price shall include erosion and sediment control "gutter buddies" to protect curb drop inlets along milled streets, any saw cutting or hand labor required to complete milling operations, ramping to provide smooth transition for each day's operation at intersections, driveways, all termination points, manholes, etc., street sweeping/cleaning, removal and disposal of millings. Proper drainage shall be established and maintained throughout the project. The milling machine shall be self-propelled and have continuously variable depth control adjustments. The machine shall be of a type specifically designed for reduction in size of pavement material, in place. The cutting drums shall be enclosed and shall have a sprinkling system around the reduction chamber for pollution control. The equipment for removing the resultant milling shall be self-loading and built into the milling machine as one unit. The removal equipment shall be capable of accurately removing the surface millings. The milled surface shall be thoroughly swept clean. All loose or rough broken material shall be removed by hand or by jackhammer as part of the unit price bid. The Contractor is responsible for determining a "manageable section" to be milled/paved per night/day and approved by the Inspector. NOTE: Milling requirements will vary but at least 7' wide milling adjacent to the gutter pan/shoulder with a 1" – 1 ½" depth at the gutter plan to 0" depth at the 7' point is required as a minimum. Additional milling shall be decided in the field by the Inspector based on field conditions (i.e., high crown, driveway considerations, etc.). Contractor and Inspector shall review each street prior to milling crew mobilizing on-site. If unusual conditions are encountered, the Inspector shall notify the Field Engineer and the Project Engineer and make them aware of the circumstances. The Contractor is required to pave all milled surfaces within five (5) days from the date the milling is completed on each street. The Contractor shall not be permitted to mill more than five (5) days ahead of the paving operation. Arterial streets shall be paved three (3) days after the surface is milled. If stone base is uncovered in a travel lane, the Contractor shall pave stone base area within one (1) day following the milling operation.

SM-1 Leveling: Payment shall be made by the unit price bid per ton for SM-1 bituminous concrete used only as directed by the Engineer on irregular roadway surfaces. Price bid shall include surface preparation, application and rolling prior to overlay.

Crushed Stone Backfill: Payment shall be at the cubic yard price bid for VDOT crushed stone installed and compacted based on field measurements. Stone shall be end-dumped, pushed into place and compacted in layers to provide 95% compaction (trucks shall not be permitted on subgrade). This item

shall be used where directed by the Engineer.

Woven Geotextile Fabric: Payment shall be at the square yard price bid for AMCO 2016 Woven Geotextile Fabric or VDOT approved equal. To be installed in under stone base in shoulder between CSX railroad and Kings Ridge Dr.

Asphalt/Stone/Subgrade Removal: Payment shall be at the unit price bid per cubic yard to remove asphalt, stone and subgrade to a depth specified in the field and to be used only where directed by the Engineer. Exact locations and dimensions to be determined in the field by the Engineer. Crushed stone/base asphalt backfill to immediately follow. Stone backfill shall be paid for under item Crushed Stone Backfill. Asphalt backfill shall be paid for under item BM-25 Backfill. Also included in this item shall be any saw cutting of asphalt as required.

Adjust Manholes to Proper Grade/Lower or Raise Casting: Payment shall be made by the unit price bid per each adjusted to proper grade. Price shall include jack hammering concrete and/or asphalt, excavation, backfill, asphalt backfill, placement of brick, mortar, and concrete, etc. to bring casting to proper grade. **All manhole and water valve castings adjusted by the Contractor shall be checked for proper grade and if found to be unacceptable by the Inspector, the Contractor shall re-adjust the castings at no additional cost to the City.**

Newport News Standard Manhole Casting: Payment shall be made by the unit price per each installed. Price shall include Newport News manhole cover, casting and cast iron dust cover. New casting shall be installed only when directed by the Inspector.

Adjust Water Valves to Proper Grade/Lower or Raise Casting: Payment shall be made by the unit price bid per each adjusted to proper grade according to the Newport News Waterworks Design Standards for the Distribution System. Unit price shall include jack hammering concrete and/or asphalt, excavation, backfill, installation of brick base, mortar, asphalt backfill, new stand pipe, installing new casting (which will be provided by Public Utilities), and related items to bring casting to proper grade. Old casting shall be reinstalled when directed by the Inspector. **All manhole and water valve castings adjusted by the Contractor shall be checked for proper grade and if found to be unacceptable by the Inspector, the Contractor shall re-adjust the castings at no additional cost to the City.**

Adjustment of Manholes by the Installation of the Adjustment Ring: Payment shall be made by the unit price per each adjusted to proper grade. Unit price shall include the solid adjustment ring secured in place with a bonding agent approved by the Inspector.

Adjustment of Water Valves by the Installation of the Adjustment Ring: This item shall be used only when directed by the Inspector. Payment shall be made by the unit price per each adjusted to proper grade. Unit price shall include the solid adjustment ring secured in place with a bonding agent approved by the Inspector.

Pavement Markings: The Contractor shall be responsible for furnishing all labor, equipment, and materials required to install pavement markings according to the Manual on Uniform Traffic Control Devices, the City of Newport News, Department of Engineering, Pavement Markings – Materials and Applications, latest edition, and detailed layout plans provided by the Transportation Division at the preconstruction meeting. Payment shall be made at the unit price per linear foot or per each based on field measurements. Temporary pavement markings shall be provided immediately following milling and

paving operations for safety and traffic control. All raised pavement markers shall be steel casting and snow plowable. Median noses shall be painted with yellow reflectorized paint. Payment for painted median noses shall be at the unit price per square foot. Parking T's and L's shall be paid for under item "4 inch Pavement Line Markings".

Mobilization/Traffic Control: The Contractor shall be responsible for all mobilization/traffic control and furnishing all labor, materials, equipment, signing, flagging operations (hiring off-duty Police Officers for arterial work), truck mounted crash cushions and all traffic control devices required to complete the project. Traffic control plans (for each street) shall be submitted and approved prior to beginning construction operations.

Preparation of Traffic Control Plans: Traffic control plans for each street shall be prepared by the Contractor and shall be submitted directly to The Department of Engineering, Permits office, (757) 926-7559, [engpermits@mngov.com](mailto:engpermits@mngov.com) for approval prior to commencing any construction operations. This approval is required prior to obtaining a right-of-way permit.

7" Concrete VDOT CG-12/ADA Handicap Ramp: Payment shall be per each or square foot to include all equipment, traffic control, mobilization, materials, and labor required to furnish and install 7" thick current VDOT CG-12 / ADA handicap ramp with 2' continuous radial band of truncated domes. The price shall include saw cutting, concrete removal, excavation, fine grading, compaction of subgrade, disposal of excess material, concrete placement and adjustments / modifications required to fit existing conditions. Also included in this unit price are adjustments of all enclosures within the concrete placement area as required and replacing curb and gutter to conform to standards. When modifications are required Contractor shall, if directed by the Inspector/Engineer, draw a modified CG-12 plan for approval by the Inspector/Engineer of the more difficult ramps to be installed.

Portable Variable Message Boards: Payment shall include all equipment, materials, and labor to provide a working portable variable message board for days specified (24 hours/day) per 7 days each as bid.

On acceptance of this bid for said work, the undersigned does, or do hereby bind himself, or themselves, to enter into a written contract within ten (10) days of award, with the said Authority, and to perform said work for the consideration above named.

The bidder agrees to complete the entire work by November 15, 2014.

State Contractor Registration Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street; P.O. Box not acceptable)

\_\_\_\_\_  
(City, State and Zip Code)

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

ADDENDA  
No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACKNOWLEDGED  
Initial

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF CONTRACTOR DESIRES TO MAKE ANY ALTERNATIVE BID ON DIFFERENT TYPE OF CONSTRUCTION THAN ONE CALLED FOR, IT SHALL BE ENCLOSED ON A SEPARATE SHEET.



Bid Bond # \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THOSE PRESENT: That we, the undersigned:

\_\_\_\_\_  
\_\_\_\_\_ as Principal, and \_\_\_\_\_  
\_\_\_\_\_

as Surety, acknowledge ourselves held and firmly bound unto the City of Newport News, Virginia, in the just and full sum of five percent (5%) of the maximum amount of accompanying bid for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

WHEREAS, the Principal has submitted a bid, dated \_\_\_\_\_,  
20\_\_\_\_, **2014 JEFFERSON AVENUE RESURFACING PROJECT, IFB#2015-1481-2003.**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with such bid and give bond with good and sufficient surety for the faithful performance of such contract, or in the event of the failure of the Principal to enter into such contract and give such bond, if the Principal shall pay to the Obligee the difference, not to exceed the penalty hereof, between the amount specified in said bid and the amount for which the Obligee may legally contract with another party to perform the work covered by said bid, if the latter amount be in excess of the former, then this obligation shall be null and void, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused their corporation names and seals, respectively, to be hereunto subscribed and affixed by their officers in that behalf duly authorized this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_  
SEAL

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
SURETY

BY \_\_\_\_\_  
SEAL

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Resident Virginia Agent of Surety

Submit with Power of Attorney

## **Section B**

## INSURANCE REQUIREMENTS

8/5/14

**Insurance:** The bidder/offeror shall maintain adequate liability insurance, which shall protect and save harmless the City of Newport News, Virginia, its officials, employees, and volunteers from all suits and actions of every kind and description arising from injury or damage to persons and property in the prosecution of said work or in failure to properly safeguard same, and shall include products and completed operations coverage.

The Commonwealth of Virginia requires construction contractors and subcontractors to obtain and maintain workers' compensation insurance while performing work on behalf of the City. Evidence of coverage needs to be provided prior to commencement of work by bidders/offerors. Coverage is compulsory for employers of 3 or more employees, to include the employer.

Prior to commencement of services, the bidder/offeror shall furnish the City with the following separate endorsements, and a certificate of insurance showing all required insurance coverage with companies authorized or licensed to do business in Virginia. A separate endorsement to the general liability policy shall be provided in which the City is designated as an "Additional Insured." In addition, a separate endorsement to the workers' compensation policy shall be provided in which the City is designated as an "Alternate Employer."

Sample forms CG 20 10 (designating the City as Additional Insured for liability claims) and WC 00 03 01(2005 ed.) (designating the City as an Alternate Employer for workers' compensation claims, pursuant to Section 65.2-302(A) of the Code of Virginia, 1950, as amended); and the Commonwealth's form for Worker's Compensation Certificate of Coverage are attached.

Professional services (work performed by an independent contractor, within the scope of the practice of accounting, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering) shall require a certificate of insurance showing professional liability/errors and omissions coverage insurance with companies authorized or licensed to do business in Virginia, prior to the commencement of services. Certain other service providers shall meet the same requirements (including but not limited to asbestos design/inspection/or abatement contractors, and other health care practitioners).

The bidder/offeror shall have ten (10) days from notice of intent to award to provide insurance documentation. Failure to provide the Certificate and forms within this period may be cause for the City to award a contract to the next responsive bidder/offeror, and hold the original contractor liable for excess costs. All insurers providing the above coverage shall give the City thirty (30) days advance written notice in the event of any non-renewal or cancellation of such insurance (10 days notice for non-payment of premium). As confirmation thereof, the City must be furnished either a policy endorsement specifically providing for such notice (copies of three sample endorsements attached), or a copy of the policy language that gives the City such assurance, or a statement on the insurance agent's, broker's, or insurer's letterhead that the City shall be given such notice.

### **TYPE INSURANCE COVERAGE**

### **LIMITS**

- |    |  |  |
|----|--|--|
| 1. | Workers' Compensation<br>Employer's Liability<br>Bodily Injury by Accident<br>Bodily Injury by Disease<br>Bodily Injury by Disease | Statutory<br><br>\$100,000.00 each accident<br>\$100,000.00 each employee<br>\$500,000.00 policy limit |
| 2. | Commercial General Liability   | \$1,000,000.00 each occurrence<br>\$2,000,000.00 aggregate   |
| 3. | Automobile Liability<br>(Owned, hired, leased, and borrowed<br>Vehicles)   | \$100,000.00 each occurrence   |
| 4. | Professional Liability/E&O (if applicable)   | \$2,000,000.00 each claim/occurrence<br>\$2,000,000.00 aggregate                                       |
| 5. | Environmental/Pollution Legal Insurance<br>(if applicable)   | \$2,000,000.00 each occurrence<br>\$2,000,000.00 aggregate   |

**This insurance coverage supersedes any conflicting insurance coverage and limits in the Department of Engineering 1983 Standard Specifications.**

POLICY NUMBER: \_\_\_\_\_ COMMERCIAL GENERAL LIABILITY  
CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organizations:

City of Newport News  
Office of Purchasing  
2400 Washington Ave  
Newport News, VA 23607

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement).

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for this insured.

CG 20 10 10 93

**Endorsement****Alternate Employer****WC 00 03 01****Policy Amendment**

If the following information is not complete, refer to the appropriate information page attached to the policy.

<b>INSURED</b>	<b>POLICY NO.</b>	<b>SEQ. NO.</b>
----------------	-------------------	-----------------

<b>PRODUCER</b>	<b>EFFECTIVE DATE</b>
-----------------	-----------------------

**SCHEDULE**

Alternate Employer

Address

State of Special  
or Temporary Employment

**City of Newport News  
c/o Office of Purchasing  
2400 Washington Avenue  
Newport News, Virginia**

**Virginia**

This endorsement applies only with respect to bodily injury to your employees while in the course of special or temporary employment by the alternate employer in the state named in the Schedule. Part One (Workers Compensation Insurance) and Part Two (Employers Liability Insurance) will apply as though the alternate employer is insured.

Under Part One (Workers Compensation Insurance), we will reimburse the alternate employer for the benefits required by the workers compensation law if we are not permitted to pay the benefits directly to the person entitled to them.

The insurance afforded by this endorsement is not intended to satisfy the alternate employers duty to secure its obligations under the workers compensation law. We will not file evidence of this insurance on behalf of the alternate employer with any government agency.

We will not ask any other insurer of the alternate employer to share with us a loss covered by this endorsement.

Premiums will be charged for your employees while in the course of special or temporary employment by the alternate employer.

Part Four (Your Duties If Injury Occurs) applies to you and the alternate employer. The alternate employer will recognize our right to defend under Parts One and Two and our right to inspect under Part Six.

Rev: 03/22/05

**WORKER'S COMPENSATION**

**CERTIFICATE OF COVERAGE**

Section 11-46.3, Code of Virginia, requires construction contractors and subcontractors to obtain and maintain workers' compensation insurance while performing work on behalf of the Commonwealth of Virginia departments, institutions or agencies. This same requirement applies for work being performed on behalf of local governments.

Evidence of coverage needs to be provided prior to commencement of work.

This form is to be returned to the organization contracting the work.

The undersigned organization stipulates that it either:

A. Has worker's compensation insurance    ☐ Yes

Insurance Company: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

B. Is self-insured for workers' compensation    ☐ Yes

Title of Construction Contract: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

NOTICE ENDORSEMENT

Policy Number:

IL 60 05 VA 01 10

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**MATERIAL COVERAGE CHANGE OR CANCELLATION  
NOTIFICATION – CERTIFIED MAIL**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

COMMERCIAL INLAND MARINE COVERAGE PART

COMMERCIAL PROPERTY COVERAGE PART

CRIME AND FIDELITY COVERAGE PART

LIQUOR LIABILITY COVERAGE PART

OWNERS AND CONTRACTOR PROTECTIVE LIABILITY PART

RAILROAD PROTECTIVE LIABILITY COVERAGE PART

SCHEDULE

Name of additional Insured Person(s) Or Organization(s) and mailing address:	Location And Description Of Project
City of Newport News c/o Office of Purchasing 2400 Washington Avenue Newport News, VA 23607	

We will not cancel or reduce coverage under this policy without providing at least 30 days notice of our intent to do so. Notice of such cancellation or reduction of coverage will be provided by certified mail, return receipt requested, to the Additional insured in the schedule above.



NOTICE ENDORSEMENT

Policy Number:

WC 99 00 10 01 10A

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**MATERIAL COVERAGE CHANGE OR CANCELLATION  
NOTIFICATION – CERTIFIED MAIL**

This endorsement modifies insurance provided under the following:  
WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

SCHEDULE

Name of additional Insured Person(s) Or Organization(s) and mailing address:	Location And Description Of Project
City of Newport News c/o Office of Purchasing 2400 Washington Avenue Newport News, VA 23607	

We will not cancel or reduce coverage under this policy without providing at least 30 days notice of our intent to do so. Notice of such cancellation or reduction of coverage will be provided by certified mail, return receipt requested, to the Additional insured in the schedule above.

**NOTICE ENDORSEMENT**

Policy Number:

COMMERCIAL AUTO  
CA 02 03 12 05

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**VIRGINIA CANCELLATION AND NONRENEWAL  
NOTICE TO DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

BUSINESS AUTO PHYSICAL DAMAGE COVERAGE FORM

GARAGE COVERAGE FORM

MOTOR CARRIER COVERAGE FORM

TRUCKERS COVERAGE FORM

**SCHEDULE**

1. Name: City of Newport News c/o Office of Purchasing
2. Address: 2400 Washington Avenue Newport News, VA 23607
3. Number of days advance notice: 30
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.



*City of Newport News*

2400 Washington Avenue • Newport News, Virginia 23607

*Office of the City Attorney*

Phone (757) 926-8416 • Fax (757) 926-8549

**City Attorney**

COLLINS L. OWENS, JR.

**Deputy City Attorneys**

DARLENE P. BRADBERRY  
RICHARD D. CAPLAN  
JOSEPH M. DuRANT  
LYNN A. SPRATLEY

**Assistant City Attorneys**

ADONICA BAINE  
PAMELA P. BATES  
SHANNON M. MANNING  
PATRICK C. MURPHREY  
ROBERT E. PEALO

July 17, 2013

To Whom It May Concern:

Re: Notice of cancellation requirements for insurance coverage

Dear Sir or Madam:

In the wake of revisions to the ACORD form, I have been receiving documentation from insurers that indicates that, since a statement regarding notice of cancellation is no longer included on the form, that the company cannot give any such assurance in the future. Some companies have indicated that they intend to strictly rely on the disclaimers in the form.

Please note that the City requires that it be added as an additional insured by specific endorsements. A simple notation of these endorsements on the ACORD form will not be accepted. Also, any additional insured endorsement will be rejected if it includes an exclusion of completed operations coverage.

Further the City will not accept proof of insurance that fails to provide for thirty(30) days notice of policy cancellation [ten (10) days for those situations detailed in Va. Code § 38.2-2114].

This assurance may be provided by one of the following two methods:

1. A separate endorsement specifying the notice as required, or
2. A copy of a policy provision regarding such notice.

In addition, this same assurance must be given when the City requires an Alternate Employer endorsement. No alternate employer endorsement will be accepted that includes a provision that the statutory employer will receive no notice of cancellation. A form including this provision appears to be contrary to Virginia Code § 65.2-804(B), which requires thirty (30) days notice of cancellation [ten (10) days for those situations detailed in Va. Code § 38.2-2114]. Virginia Code § 65.2-800 requires that an employer be insured, and paragraph C of that section equates an employer and a

1.

statutory employer for the purposes of that duty.

In summary, the City will accept no proof of insurance that does not include in one of the forms indicated above an assurance that the City will receive thirty(30) days notice of cancellation [ten (10) days for those situations detailed in Va. Code § 38.2-2114]. Also, any qualification of this assurance with language that purports to avoid liability for failure to provide such notice will not be accepted.

Failure to provide the required items could result in rejection of your insured's bid or offer to provide services to the City, or a rejection of the insured's request for City permits that require the City to be named as an additional insured.

Additional coverage may be necessary as set out in the contract documents.

Very Truly Yours,

/s/ Joseph M. DuRant

Deputy City Attorney

2.

## CONTRACT

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the City of Newport News, Virginia, hereinafter referred to and designated as "City" and/or \_\_\_\_\_, his, its or their successors, executors, administrators and assigns, hereinafter referred to and designated as "Contractor."

WHEREAS, the City of Newport News, Virginia, has accepted the sealed bid of the said contractor to furnish all the labor and equipment and to do and perform all the work necessary to complete the **2014 JEFFERSON AVENUE RESURFACING PROJECT, IFB#2015-1481-2003**, in the City of Newport News, Virginia, as shown on the plans and specifications hereto attached for the unit prices set forth in the said bid.

NOW THEREFORE, THIS AGREEMENT WITNESSETH: That in consideration of the payments to be made by the City of Newport News, Virginia, as hereinafter set out, the Contractor covenants and agrees with said City of Newport News, Virginia to furnish all labor, tools and equipment and to do and perform in a good and workmanlike manner all and singular all the work in and about the **2014 JEFFERSON AVENUE RESURFACING PROJECT, IFB#2015-1481-2003**, in the City of Newport News, Virginia, in strict accordance with all documents identified below which are incorporated and made a part hereof as fully and completely as if the same were herein, in words and figures, at length set forth:

Table of Contents .....	1 Page
Conditions and Instructions .....	17 Pages
Reference for Bidders .....	1 Page
Instructions to Bidders/Offerors .....	2 Pages
Notice to Contractors .....	1 Page
Escrow Option .....	1 Page
Interest on Retainage.....	1 Page
Bid.....	9 Pages
Bid Bond .....	2 Pages
Insurance Endorsements .....	9 Pages
Contract.....	4 Pages
Performance Bond .....	3 Pages
Labor and Material Payment Bond.....	4 Pages
Escrow Agreement.....	5 Pages
Special Traffic Conditions .....	19 Pages
Special Construction Conditions.....	4 Pages
Standard Specifications, August 1, 1983, as amended, Sections .....	1000-1012

The Contractor agrees to commence work under this contract immediately upon the written order of the owner and to diligently prosecute the same and to complete the same by November 15, 2014.

**CONTRACT**

<b>ITEM</b>	<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	8,200	TN	SM-9.5A Bituminous Concrete		
2	121,946	SY/IN	Variable Depth and Width Milling of Asphalt/Stone		
3	300	TN	SM-1 Leveling/Scratching		
4	250	TN	BM-25 Bituminous Concrete		
5	880	TN	Crushed Stone Backfill		
6	675	CY	Asphalt/Stone/Subgrade Removal		
7	12	EA	Adjust Manholes to Proper Grade/Lower or Raise Casting		
8	4	EA	Newport News Standard Manhole Casting		
9	16	EA	Adjust Water Valves to Proper Grade/Lower or Raise Casting		
10	4	EA	Adjust Manholes/Install Rings		
11	4	EA	Adjust Water Valves/Install Rings		
12	45,000	FT	4" Pavement Line Markings		
13	2,000	FT	6" Pavement Line Markings		
14	1,000		8" Pavement Line Markings		
15	2,500	FT	24" Pavement Line Markings		
16	60	EA	Single Arrow – Pavement Marking		
17	9	EA	Double Arrow – Pavement Marking		
18	4	EA	Rail Road Crossing Pavement Markings		
19		SF	Painted Median Noses		
20	1,200	EA	Raised Pavement Marker – Double Sided w/ Steel Casting		
21	2	EA	Portable Variable Message Boards (7 Day Duration)		
22	1	LS	Mobilization/Traffic Control		
23	1	LS	Preparation of Traffic Control Plans for R/W Permit		
24	3	EA	7" Concrete VDOT CG-12/ADA Handicap Ramps, Type B, including Radial Truncated Domed Plates		
25	1,000	SY	AMCO 2016 Woven Geotextile Fabric		
Total Bid:				\$	

Company Name

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Authorized  
Owner, Partner or Officer

**CITY OF NEWPORT NEWS, VIRGINIA**

Print Name: Mr. James M. Bourey

Title: City Manager

By: \_\_\_\_\_

Signature



**Bond #** \_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned \_\_\_\_\_  
\_\_\_\_\_, as Principal,  
and \_\_\_\_\_, as  
Surety, acknowledge ourselves held and firmly bound unto the City of Newport News, Virginia  
as Obligee, in the amount of \_\_\_\_\_ dollars, \_\_\_\_\_ for the  
payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our  
heirs, executors, administrators, successors and assigns.

WHEREAS, the said \_\_\_\_\_  
did, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, enter into a contract with the  
City of Newport News, Virginia for the **2014 JEFFERSON AVENUE RESURFACING  
PROJECT, IFB#2015-1481-2003**, which said contract is by reference made a part hereof, is  
hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall in all  
respects promptly and faithfully comply with and fulfill all the terms and conditions of said  
contract, then this obligation shall be void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any change, alteration or addition to the terms of the Contract  
or extension of time made by the Owner.

Whenever principal shall be, and declared by Obligee to be in default under the Contract, the  
Surety may promptly remedy the default, or shall promptly

1. Complete the Contract in accordance with its terms and conditions, or
2. Obtain a bid or bids for completing the Contract in accordance with its terms and

conditions, and upon determination by Surety of the lowest responsible bidder, or, if the Oblige elects, upon determination by the Oblige and Surety jointly of the lowest responsible bidder, arrange for a contract between such bidder and Oblige, and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the contract price", as used in this paragraph, shall mean the total amount payable by the Oblige to principal under the Contract and any amendments thereto, less the amount properly paid by Oblige to principal.

It is hereby expressly further understood and agreed that this Bond is also given and made against defective material and workmanship in the said work covered by the said Contract, provided, however, that no suit, action or proceeding, by reason of any defect whatever, shall be brought upon this Bond after one (1) year following (i) completion of the contract, including the expiration of all warranties and guarantees, or (ii) discovery of the defect or breach of warranty, if the action be for such.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obligee named herein or the heirs, executors, administrators or successors of Obligee.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR

**BY** \_\_\_\_\_  
Signature of Authorized  
Owner, Partner or Officer

\_\_\_\_\_  
SURETY

**BY** \_\_\_\_\_  
Attorney In Fact

Attach Original Power of Attorney

City Attorney Use Only	
<b>APPROVED AS TO FORM</b>	
<hr/>	
_____ City Attorney	_____ Date

Labor & Material Bond # \_\_\_\_\_

### LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, \_\_\_\_\_  
\_\_\_\_\_, as Principal, and  
\_\_\_\_\_, as Surety,  
acknowledge ourselves held and firmly bound unto the City of Newport News, Virginia as Obligee in the  
amount of \_\_\_\_\_ Dollars (\_\_\_\_\_) for the payment of which,  
well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors,  
administrators, successors and assigns.

WHEREAS, the said \_\_\_\_\_ did, on the \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, enter into a contract with the City of Newport News, Virginia, for the  
**2014 JEFFERSON AVENUE RESURFACING PROJECT, IFB#2015-1481-2003**, which  
said contract is by reference made a part hereof, as fully and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Principal shall  
promptly make payment to all claimants as hereinafter defined, for all labor and material used or  
reasonably required for use in the performance of the Contract, then this obligation shall be void;  
otherwise it shall remain in full force and effect, subject, however to the following conditions:

1. A claimant is defined as one having a direct contract with the Principal or with a  
subcontractor of the Principal for labor, material, or both, used or reasonably required  
for use in the performance of the Contract, labor and material being construed to also  
include that part of water, gas, power, light, heat, oil, gasoline, telephone service or  
rental of equipment directly applicable to the Contract.
2. The above-named Principal and Surety hereby jointly and severally agree with the  
City that every claimant as herein defined, who has not been paid in full before

the expiration of a period ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for such sum or sums as may be justly due claimant, and have execution thereon. The City shall not be liable for the payment of any costs or expenses of any such suit.

3. No suit or action shall be commenced hereunder by any claimant:

A. Unless claimant, other than one having a direct contract with the Principal, shall have given written notice of the following: The Principal, the City, and the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished or for whom the work or labor was done or performed.

Such notice shall be served by mailing the same by registered or certified mail, postage prepaid, in an envelope addressed to the Principal, City and Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.

B. After the expiration of one (1) year following the date on which Principal ceased work on said Contract, it being understood, however, that if any limitation embodied in this Bond is prohibited by any law controlling the construction

hereof such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

- C. Other than in a state court of competent jurisdiction in and for the county or other political subdivision of the state in which the Project, or any part thereof, is situated, or in the United States District Court for the district in which the Project, or any part thereof, is situated, and not elsewhere.

- 4. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens, which may be filed of record against said improvement, whether or not claim for the amount of such lien be presented under and against this bond.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Contractor

BY \_\_\_\_\_

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Surety

BY \_\_\_\_\_

ATTORNEY-IN-FACT

\_\_\_\_\_  
Resident Virginia Agent of Surety  
(if original agent is non-resident)

Submit with Power of Attorney

APPROVED AS  
TO FORM

\_\_\_\_\_  
City Attorney

**CITY OF NEWPORT NEWS  
CONSTRUCTION CONTRACT  
ESCROW AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by, between and among the City of Newport News (City), \_\_\_\_\_  
\_\_\_\_\_(Contractor),  
\_\_\_\_\_(Name of Bank),  
\_\_\_\_\_(Address of Bank), a trust  
company, bank, or savings and loan institution with its principal office located in the  
Commonwealth (hereinafter referred to collectively as "Bank") and \_\_\_\_\_  
\_\_\_\_\_ ("Surety") provides:

I.

The City and the Contractor have entered into a contract with respect to: **2014 JEFFERSON AVENUE RESURFACING PROJECT, IFB#2015-1481-2003**, ("the contract"). This Agreement is pursuant to, but in no way amends or modifies, the contract. Payments made hereunder or the release of funds from escrow shall not be deemed approval or acceptance of performance by the Contractor.

II.

In order to assure full and satisfactory performance by the Contractor of its obligations under the contract, the City is required thereby to retain certain amounts otherwise due the Contractor. The Contractor has, with the approval of the City, elected to have these retained amounts held in escrow by the Bank. This agreement sets forth the terms of the escrow. The Bank shall not be deemed a party to, bound by, or required to inquire into the terms of, the contract or any other instrument or agreement between the City and the Contractor.

III.

The City shall from time to time pursuant to its contract pay to the Bank amounts retained by it under the contract. Except as to amounts actually withdrawn from escrow by the City, the Contractor shall look solely to the Bank for the payment of funds retained under the contract and paid by the City to the Bank.

The risk of loss by diminution of the principal of any funds invested under the terms of this contract shall be solely upon the Contractor.



Funds and securities held by the Bank pursuant to this Escrow Agreement shall not be subject to levy, garnishment, attachment, lien, or other process whatsoever. Contractor agrees not to assign, pledge, discount, sell or otherwise transfer or dispose of his interest in the escrow account or any part thereof, except to the Surety.

IV.

Upon receipt of checks drawn by the City and made payable to it as escrow agent, the Bank shall promptly notify the Contractor, negotiate the same and deposit or invest and reinvest the proceeds in approved securities in accordance with the written instructions of the Contractor. In no event shall the Bank invest the escrowed funds in any security not approved.

V.

The following securities, and none other, are approved securities for all purposes of this Agreement.

1. United States Treasury Bonds, United States Treasury Notes, United States Treasury Certificates of Indebtedness or United States Treasury Bills,
2. Bonds, notes and other evidences of indebtedness unconditionally guaranteed as to the payment of principal and interest by the United States,
3. Bonds or notes of the Commonwealth of Virginia,
4. Bonds of any political subdivision of the Commonwealth of Virginia, if such bonds carried, at the time of purchase by the Bank or deposit by the Contractor, a Standard and Poor's or Moody's Investors Service rating of at least "A", and
5. Certificates of deposit issued by commercial banks located within the Commonwealth, including, but not limited to, those insured by the Bank and its affiliates.
6. Any bonds, notes, or other evidences of indebtedness listed in Sections (1) through (3) may be purchased pursuant to a repurchase agreement with a bank, within or without the Commonwealth of Virginia having a combined capital, surplus and undivided profit of not less than \$25,000,000, provided the obligation of the Bank to repurchase is within the time limitations established for investments as set forth herein. The repurchase

agreement shall be considered a purchase of such securities even if title, and/or possession of such securities is not transferred to the Escrow Agent, so long as the repurchase obligation of the Bank is collateralized by the securities themselves, and the securities have on the date of the repurchase agreement a fair market value equal to at least 100% of the amount of the repurchase obligation of the Bank, and the securities are held by a third party, and segregated from other securities owned by the Bank.

No security is approved hereunder which matures more than five years after the date of its purchase by the Bank or deposit by the Contractor.

#### VI.

The Contractor may from time to time withdraw the whole or any portion of the escrow funds by depositing with the Bank approved securities in an amount equal to, or in excess of, the amount so withdrawn. Any securities so deposited or withdrawn shall be valued at such time of deposit or withdrawal at the lower of par or market value, the latter as determined by the Bank. Any securities so deposited shall thereupon become a part of the escrowed fund.

Upon receipt of a direction signed by the City Manager, Director of Finance, Director of Engineering, or Director of Public Utilities, the Bank shall pay the principal of the fund, or any specified amount thereof, to the City. Such payment shall be made in cash as soon as is practicable after receipt of the direction.

Upon receipt of a direction signed by the City Manager, Director of Finance, Director of Engineering, or Director of Public Utilities, the Bank shall pay and deliver the principal of the fund, or any specified amount thereof, to the Contractor, in cash or in kind, as may be specified by the Contractor. Such payment and delivery shall be made as soon as is practicable after receipt of the direction.

#### VII.

For its services hereunder the Bank shall be entitled to a reasonable fee in accordance with its published schedule of fees or as may be agreed upon by the Bank and the Contractor. Such fee and any other costs of administration of this Agreement shall be paid from the income earned upon the escrowed fund and, if such income is not sufficient to pay the same, by the Contractor.

#### VIII.

The net income earned and received upon the principal of the escrowed fund shall be paid over to the Contractor in quarterly or more frequent installments. Until so paid or applied to pay the

Bank's fee or any other costs of administration such income shall be deemed a part of the principal of the fund.

IX.

The Surety undertakes no obligation hereby but joins in this Agreement for the sole purpose of acknowledging that its obligations as surety for the Contractor's performance of the contract are not affected hereby.

WITNESS the following signatures, all as of the day and year first above written.

CITY OF NEWPORT NEWS

BY \_\_\_\_\_  
CITY MANAGER

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_  
OFFICER, PARTNER OR OWNER

\_\_\_\_\_  
BANK

BY \_\_\_\_\_  
PRESIDENT/VICE-PRESIDENT

\_\_\_\_\_  
SURETY

BY \_\_\_\_\_  
ATTORNEY-IN-FACT

## **Section C**

## **SPECIAL TRAFFIC CONDITIONS**

The following traffic control requirements shall apply:

1. Section 1004.13 "Traffic Control" of our current Standard Specifications (latest edition) shall be applicable on this project. In addition, fluorescent prismatic lens sheeting signs (diamond grade) shall be used in work zones and other work zone improvements. The use of orange encapsulated lens sheeting for construction warning signs is no longer allowed.
2. The Virginia Work Area Protection Manual (latest edition) as well as the Manual on Uniform Traffic Control Devices, latest edition, shall be used on this project.
3. If assistance from Traffic Operations for such items as "No Parking" signs, traffic signal information, or detector locations, etc. become necessary, the Contractor shall give at least forty-eight hours (weekdays) notice in advance. Contact Randy Cooper at 269-2451, weekdays, 7:00 A.M. to 4:00 P.M. for these services.
4. The Contractor shall control the stockpiling of materials and/or spoils so as not to prohibit access to residences or businesses. Lighted, reflectorized plastic drums shall also be provided around any and all materials and/or hazardous locations within the project limits and within the City's right-of-way.
5. Haul routes for spoil removal and/or needed materials (fill, asphalt, rip-rap, etc.) shall be requested in writing (including map) and shall be approved by the Transportation Engineer.
6. Local access to homes shall be maintained at all times.
7. The Contractor shall submit a traffic control plan to the Traffic Engineering Division for approval through the Permit's Office before work shall commence on the project. The City will reserve the right to require modifications to the traffic control plan/or traffic control material placement in the field as conditions change.
8. For residential streets where two-way traffic is reduced to a single travel lane, a flagging operation shall be required. Certified flaggers shall be properly attired as per the Virginia Work Area Protection Manual, and shall use "Stop/Slow" paddles to control traffic. Flags may be used as a supplemental hand-signaling device only.
9. Work Hour Restrictions: Care should be taken to minimize traffic disruption. A tentative schedule of lane closures and work hours shall be included with the traffic control plan as required in Note 7. Deviation from standard work hours and additional lane closures shall be approved by the Department of Engineering prior to commencement. Street closures are not permitted. The Transportation Division and the Inspector may adjust traffic control or operating hours as field conditions dictate.

Arterial Streets: One lane closures permitted 8:00 PM – 5:00 AM Sunday through Thursday only.

Paving shall immediately follow milling within 3 days. Pavement damage beyond 3 days is the sole responsibility of the Contractor to repair at their cost..

10. Open manholes/valve boxes shall not be left unattended or remain open when work zone traffic control plan set-up is not in place. Work zones shall be clearly delineated and specific hazard areas are to be encircled with reflectorized plastic drums in lieu of Type I or Type II barricades which are not approved for use in the street.
11. Where construction vehicle access routes intersect paved or public roads, provisions shall be made to minimize the transport of sediment by vehicular tracking onto the paved surface. Where sediment is transported into a paved or public road surface, the road surface shall be cleaned thoroughly at the end of each day or as often as directed by the Engineer. Erosion and sediment control shall be utilized.
12. Permits: Contractor shall be responsible for furnishing all necessary permits as required by the City Newport News prior to start of construction. Proof of approved final inspections shall be required before final payment is made. The Contractor is required to obtain and pay for all necessary permits along with required bonds and insurance. A minimum \$5,000.00 bond for Right-of-Way permits and a minimum \$2,000.00 for land disturbing permits (based on area disturbed). These bonds are in addition to any bid bond and performance bond required as part of the bid. Contractor shall also be responsible to obtain and pay for any required permits for disposal or from other Federal and State agencies. Right-of-way permit, land disturbing permit, etc. and associated bonds shall also be included in this bid price.



**CITY OF NEWPORT NEWS – DEPARTMENT OF ENGINEERING**  
**TRAFFIC OPERATIONS POLICY MANUAL**      **EFFECTIVE DATE: 07/01/2010**

SECTION: 2000

SUBJECT: Pavement Markings – Materials and Applications

**I. PURPOSE:**

The requirements contained herein have been developed to provide clear guidance on the materials and applications of permanent and temporary pavement markings within the City of Newport News either by private contractor or City personnel. The application of pavement markings shall meet the minimum requirements of the City of Newport News for pavement markings, in addition to Sections No. 246 – “Pavement Marking” and No. 704 – “Pavement Makings and Markers” of the Virginia Department of Transportation’s (VDOT) *Road and Bridge Specifications* (green book) 2007 Edition or most current. All Pavement markings shall be in accordance with the Federal Highway Administration’s *Manual on Traffic Control Devices* (MUTCD) and the VDOT *Supplement to the MUTCD* as to type, color and layout for the specific location the marking is applied.

**II. GENERAL REQUIREMENTS:**

- A. Pavement Line Markings:** Solid lines or skip lines for dividing lanes, marking edges, channelizing and forming islands and solid lines for crosswalks, stop bars and diagonal line markings shall be Type “A” or Type “B” - Class I, II or III (Class IV and VI may be used with prior approval from the Director of Engineering) as required in Section 704 of VDOT’s *Road and Bridge Specifications* for the roadway surface (see Section III for Material Application Requirements). Solid lines and skip lines for dividing lanes, marking edges and channelizing shall be four inches (4”) wide unless otherwise specified by the Engineer. Skip lines shall be ten feet (10’) of painted line and a thirty foot (30’) gap or skip. Mini skip or dotted lines shall be three feet (3’) of painted line and a nine foot (9’) gap or skip. Solid lines used to outline islands and approaches to gore areas shall be eight inch (8”) wide lines and of the color it is an extension of, or as specified in the MUTCD.

Lane lines for through lanes on arterial and collector roadways shall be solid for a distance of not more than 150 feet except for lanes with offset stop bars where the line is to be extended to align with other lanes. Lane lines for through lanes on local roadways shall be solid for a distance of not more than 100 feet measured from the stop bar. Centerlines on undivided highways shall be solid double yellow lines four inches (4”) wide separated by four inch (4”) space for designated “NO PASSING” zones. Tracking lines shall be solid, four inch (4”) wide and direct traffic to the receiving lane that provides the greatest turning radius that is practical.

MENDS/SUPERSEDES:  
 Policy dated Nov. 1, 2009

REFERENCES:

APPROVAL:

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**TRAFFIC OPERATIONS POLICY MANUAL**      **EFFECTIVE DATE: 07/01/2010**

SECTION: 2000	SUBJECT: Pavement Markings – Materials and Applications
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On concrete or light asphalt, markings shall be bordered with two inches (2") of black.

- B. Pavement Message Markings: School Zones, railroad crossings, elongated arrows and word messages shall be Type "B" - Class IV (urethane top-coat) or Class VI Preformed Marking Material. Message markings shall be white and eight feet (8') in height except for at railroad crossings.
- C. Crosswalks: Crosswalk lines shall be solid white lines six inches (6") wide, marking both edges of the crosswalk area except for school crosswalks which shall be 12 inches wide. The width of a crosswalk shall be no less than ten feet (10') on center (or as specified by the Engineer) unless space does not permit, in which case, the width shall be no less than six feet (6') on center. Crosswalks should be perpendicular to the flow of traffic where practical (ADA conditions shall be taken into consideration). High visibility crosswalk lines shall be marked with white longitudinal lines, parallel to the flow of traffic, that are 12 inches wide and spaced 24 to 60 inches apart on center. The marking design should avoid the wheel paths, and the spacing should not exceed 2.5 times the line width. When on concrete or light pavement, crosswalks shall be bordered with four inches (4") of black.
- D. Stop Bars: Stop bars shall be solid white line being 24 inches wide and shall completely traverse all traffic lanes on each approach at signalized intersections or approaches with "STOP" sign control at arterial and collector roadways. Stop bars on local roads shall extend from the edge of pavement to the centerline of the roadway. Stop bars are to be located at a minimum of four feet (4') in advance of a crosswalk and perpendicular to the flow of traffic. If a crosswalk is not provided, then the stop bar is to be no less than ten feet (10') and no more than 30 feet from the face of curb or edge of roadway extended. Stop bars for right turn lanes shall be offset in front of the through lane stop bars by ten feet (10') on center.
- E. Yield Lines: The individual triangles comprising the yield line shall have a base of 12 inches and a height of 18 inches. The space between the triangles shall be 15 - 24 inches on center. Placement of yield lines should follow the requirements for stop lines, see Section D.

MENDS/SUPERSEDES: Policy dated Nov. 1, 2009	REFERENCES:	APPROVAL: 
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SECTION: 2000	SUBJECT: Pavement Markings – Materials and Applications
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- F. Arrow Markings: Lane reduction arrow markings (see Figure F) shall be used where a lane reduction transition occurs and shall be placed 40 feet apart. Turn lane-use arrow markings shall be placed as follows:
1. If full width turn lane is 50 feet or less: One (1) arrow placed 30 feet from stop bar.
  2. If full width turn lane is 51 to 150 feet: One (1) arrow placed 30 feet from stop bar and a second placed where the turn lane becomes full-width.
  3. If full width turn lane is 151 feet or greater: One (1) arrow placed 30 feet from stop bar, a second placed where the turn lane becomes full-width and a third placed an equal distance between the first two.
- G. Parking: Parking T's and +'s shall be solid white lines, four inches (4") wide, placed eight feet (8') from curb face and 22 feet apart except for the first and last parking space which shall be 20 feet apart. Parking spaces shall be no closer than 30 feet to a crosswalk on the approach to a traffic signal and no closer than 20' after a crosswalk.
- H. Railroad Crossings: All highway-rail grade crossing pavement markings shall be retroreflectorized white. Railroad crossings with no gate present shall have a stop bar located no closer than 15 feet from the nearest rail. If a gate is present, the stop bar shall be placed 10 feet in advance of the gate. The stop bar shall be perpendicular to the flow of traffic. For narrow lane railroad crossing markings refer to MUTCD guidelines.
- I. Median Markings: Transverse median markings shall consist of 24 inch yellow lines spaced as required by Section J.1 at a 45 degree angle within two (2) sets of two-way barrier lines to separate traffic in opposite directions.
- J. Gore Markings: Gore markings (see Figure J) shall consist of 24 inch solid white traverse lines within 8 inch barrier lines. The median and gore markings shall be spaced according to the posted speed limit as follows:
1. 45 MPH and below –16 feet on center.
  2. Greater than 45 MPH –20 feet on center.

MENDS/SUPERSEDES: Policy dated Nov. 1, 2009	REFERENCES:	APPROVAL: 
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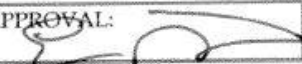
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SECTION: 2000	SUBJECT: Pavement Markings – Materials and Applications
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- K. Pavement Markers (Retro-Reflectors): Reference should be made to the *Traffic Control Devices Handbook*, Part 3E and VDOT specifications as provided herein. Pavement markers shall be used in conjunction with pavement markings for added visibility and shall not replace the pavement markings.
1. Pavement markers used along lane lines or edge lines shall be raised snow plowable.
  2. Two direction pavement markers shall be of the same color front and back to match the pavement marking line they are associated with. These are to be used on the center lines dividing two-way traffic and other lines where markers need to be visible in both directions.
  3. For one-way markers, the front shall match the pavement marking line they are associated with and the back of the markers shall be red to indicate wrong way. These are to be used on white lane and edge pavement markings where the color does not need to be visible in both directions. Also, one-way markers are to be used on all lane and edge lines on divided roadways where the color does not need to be visible in both directions.
  4. Markers placed along edge lines and solid lane lines shall be placed to the lane side of the pavement marking every 40 feet. Markers placed along skip lane lines shall be placed in the center of the skip portion every 80 feet.
  5. Pavement markers shall be installed in accordance with the manufacturer's and VDOT specifications. For temporary pavement markers used in construction zones, the adhesive used shall allow for removing markers without damage to the pavement surface.

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EFFECTIVE DATE: 07/01/2010

SECTION: 2000

SUBJECT: Pavement Markings – Materials and Applications

**III. MATERIALS – PERMANENT PAVEMENT MARKINGS/PAVEMENT MARKERS:**

**A. Hydraulic Cement Concrete Surfaces:**

1. Traffic paint (Type A Markings), shall conform Sect. 246.02(b) of VDOT's *Road and Bridge Specifications*. Traffic Zone Paint shall be selected from the Virginia Department of Transportation's approved product list.
2. Durable High Quality Pavement Markings (Type B Markings) shall conform to Sect. 246.02. Only Class II, Polyester-Resin (Sect. 246.02 (d)) and Class III, Epoxy-Resin (Sect. 246.02 (e)) may be used on Hydraulic Cement Concrete Surfaces.
3. Glass Beads shall conform to Sect. 234 of VDOT's *Road and Bridge Specifications*.
4. Preformed Tape, Type "B", Plastic-backed preformed tape - Class IV and Patterned preformed tape - Class VI (when permitted for use by the Director of Engineering) shall conform to Sect. 246.02(f) of VDOT's *Road and Bridge Specifications*. All preformed tape products shall be on the Virginia Department of Transportation's approved product list.
5. Pavement markers (Sect. 704.03(c)) shall conform to Sect. 235.02 for snow plowable raised markers.

**B. Asphalt Concrete Surfaces:**

1. Durable High Quality Pavement Markings (Type B Markings) shall conform to Sect. 246.02. Only Class I, Thermoplastic (Sect. 246.02 (c)) and Class III, Epoxy-Resin (Sect. 246.02 (e)) may be used on Asphalt Concrete Surfaces.
2. Pavement markers (Sect. 704.03(b)) shall conform to Sect. 235.02 for snow plowable raised markers.

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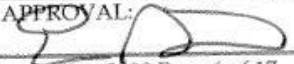
3. Preformed Tape, Type "B", Plastic-backed preformed tape - Class IV and Patterned preformed tape - Class VI (when permitted for use by the Director of Engineering) shall conform to Sect. 246.02(f) of VDOT's Road and Bridge Specifications. All preformed tape products shall be on the Virginia Department of Transportation's approved product list.

**IV. CONSTRUCTION PAVEMENT MARKINGS:**

- A. Temporary pavement markings used in construction areas for the control of traffic may be Type A Markings - Paint, Type C - Temporary Tape or Type D - Removable Tape. The color and type marking used shall be the same as required by the MUTCD for permanent pavement markings. All temporary pavement markings shall be removed immediately after they no longer apply and permanent pavement markings installed.
  1. Type A or C markings shall be used in the roadway where the area of application is to be resurfaced prior to changes in the traffic pattern or where the existing pavement is to be demolished and the traffic pattern is not to be changed prior to demolition.
  2. Type D markings shall be used in the roadway where the area of application is the final roadway surface or where traffic patterns are subject to change prior to the pavement being resurfaced.
- B. Raised pavement markers shall be used where added visibility is required as shown on the approved plan or at the direction of the Engineer. These markers shall be spaced every 40 feet along lane lines, center lines and edge lines. Markers for double center lines may be placed between the two lines. The color and directional requirements for these markers shall be the same as the permanent pavement markers.

**V. APPLICATION:**

- A. Surface Cleaning: Sweep surfaces with power brooms, hand brooms and/or high pressure air to remove loose materials and dirt.
- B. Marking Placement Verification: Markings shall be "spotted" on the new pavement surface prior to the installation of any temporary or permanent markings for "in field verification" by the Engineer on the project. Do not begin pavement markings until approved by the Engineer.

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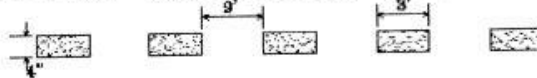
**C. Locations:**

1. Permanent pavement marking placement to be remarked in accordance with the markings that existed prior to resurfacing of the pavement, or;
2. Permanent pavement marking placement to be in accordance with an approved "marking plan" as directed by the Engineer, and;
3. Temporary construction pavement markings shall be installed at reversible cross-overs, at locations identified in an approved traffic control plan, and at hazardous locations as directed by the Engineer.

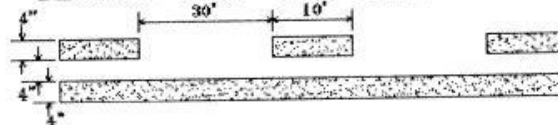
**VI. GENERAL PLACEMENT AND DETAILS:**

**A. Line Marking Details**

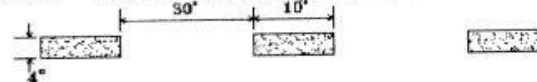
**MINI SKIP LINE (WHITE or YELLOW)**



**YELLOW ONE WAY BARRIER LINE**



**SKIP LANE LINE (YELLOW or WHITE)**

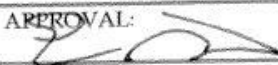


**LANE OR EDGE LINE (YELLOW or WHITE)**



**DOUBLE YELLOW LANE LINE**



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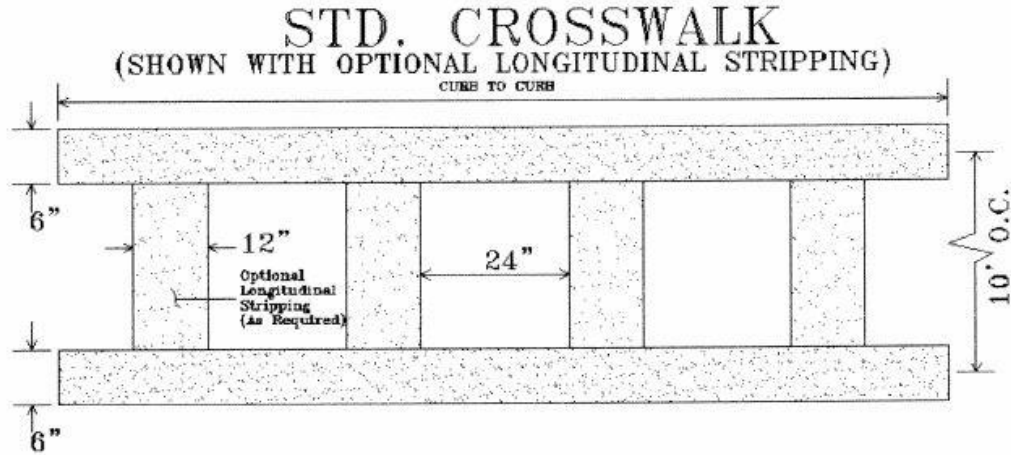
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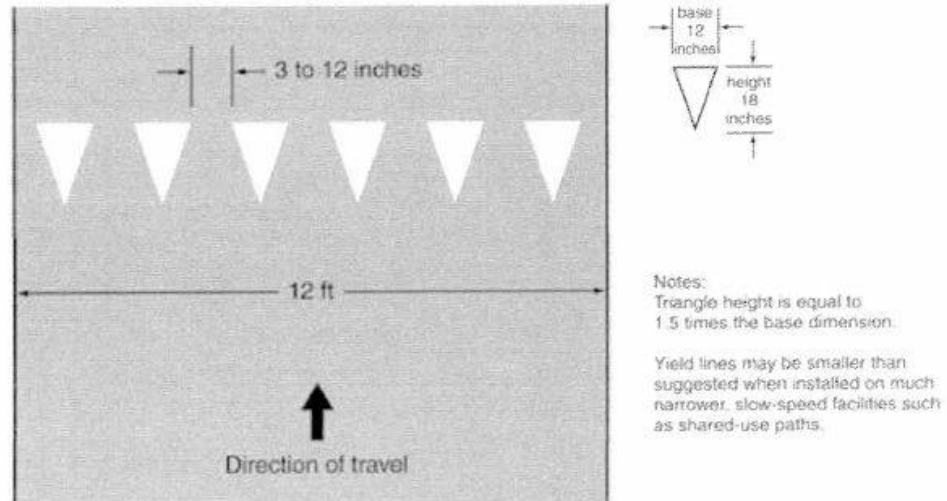
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SECTION: 2000	SUBJECT: Pavement Markings – Materials and Applications
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B. Crosswalk Details



C. Yield Line Details



MENDS/SUPERSEDES: Policy dated Nov. 1, 2009	REFERENCES:	APPROVAL: 
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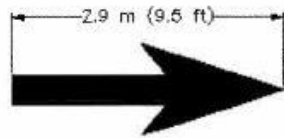
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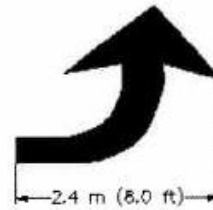
SUBJECT: Pavement Markings – Materials and Applications

**D. Arrow Marking Details**

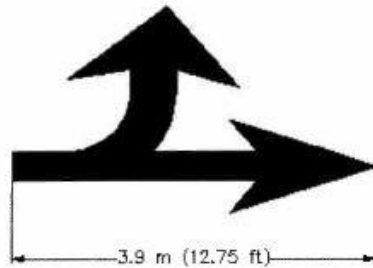
a – Through Lane–Use Arrow



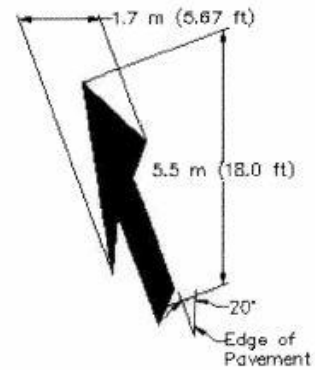
b – Turn Lane–Use Arrow



c – Turn and Through Lane–Use Arrow



d – Lane–Reduction Arrow



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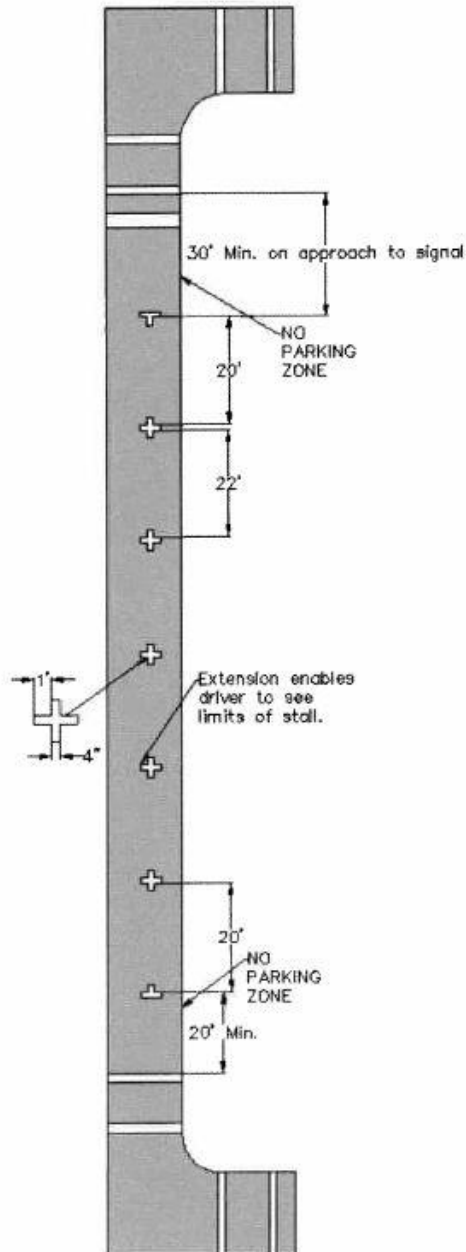
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SUBJECT: Pavement Markings – Materials and Applications

E. On Street Parking Detail



MENDS/SUPERSEDES:  
Policy dated Nov. 1, 2009

REFERENCES:

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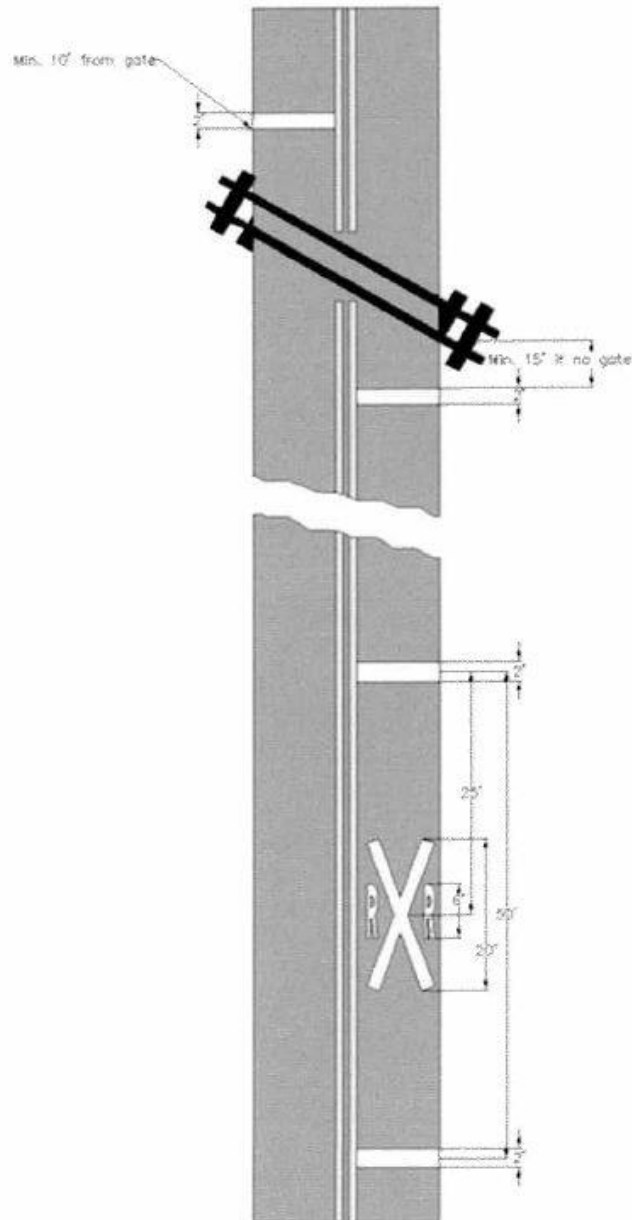
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SUBJECT: Pavement Markings – Materials and Applications

**F. Railroad Marking Detail**



**G.**

MENDS/SUPERSEDES:  
 Policy dated Nov. 1, 2009

REFERENCES:

APPROVAL:

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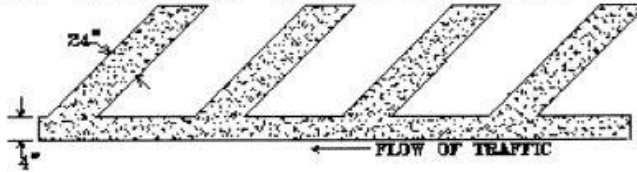


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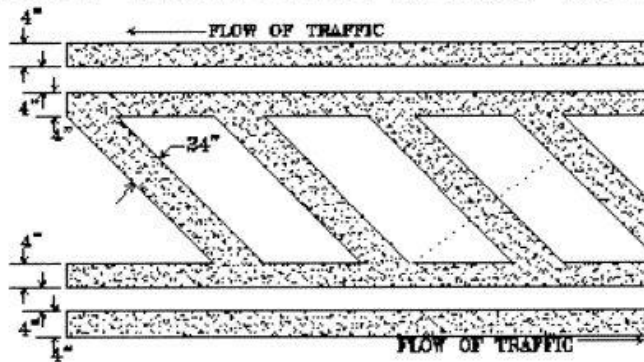
SECTION: 2000	SUBJECT: Pavement Markings – Materials and Applications
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Median & Gore Markings Detail

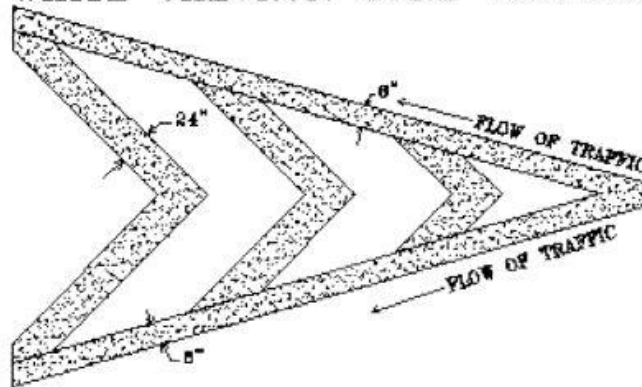
**WHITE ONE WAY BARRIER GORE MARKING**



**YELLOW TRANSVERSE MEDIAN MARKING**



**WHITE CHEVRON GORE MARKING**



MENDS/SUPERSEDES: Policy dated Nov. 1, 2009	REFERENCES:	APPROVED:
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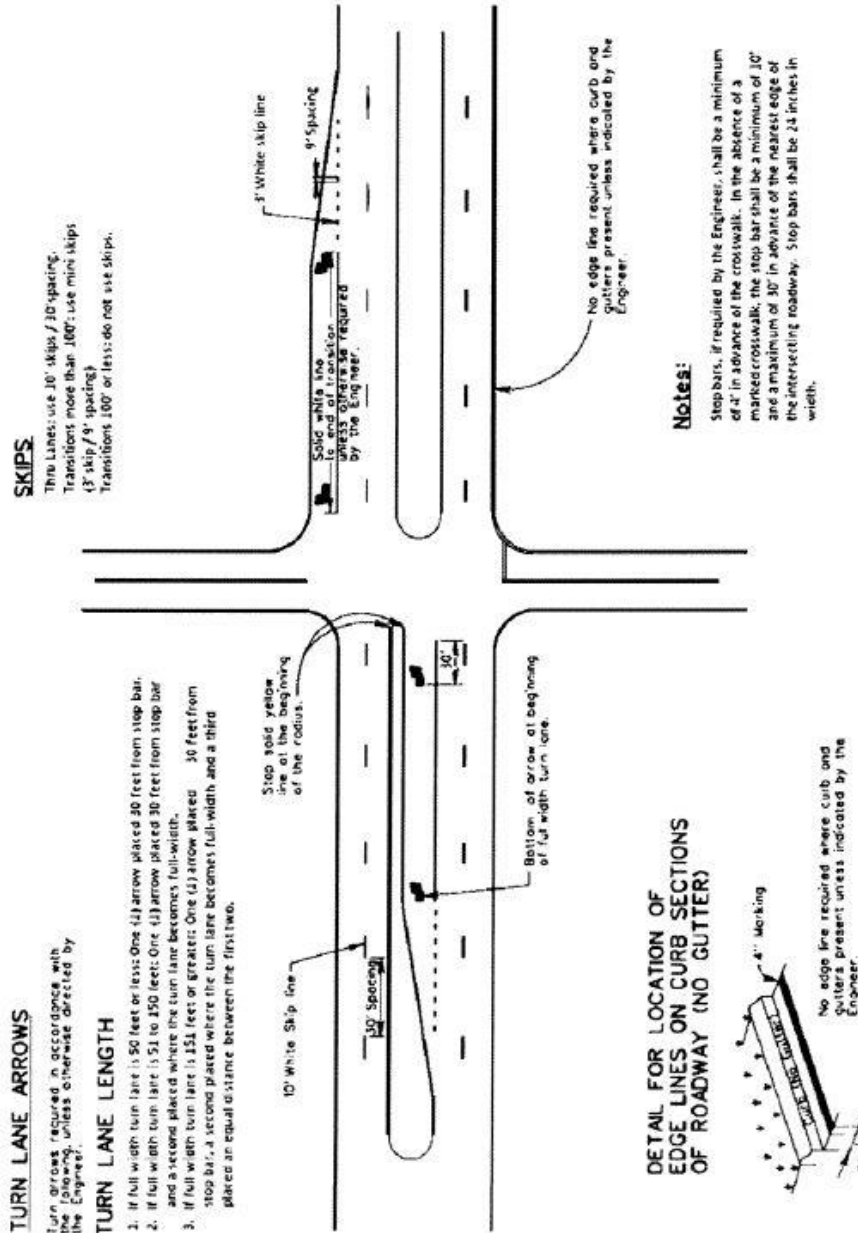
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EFFECTIVE DATE: 07/01/2010

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SUBJECT: Pavement Markings – Materials and Applications

**H. Typical Pavement Marking for Un-signalized Intersections**



MENDS/SUPERSEDES:  
 Policy dated Nov. 1, 2009

REFERENCES:

APPROVAL:

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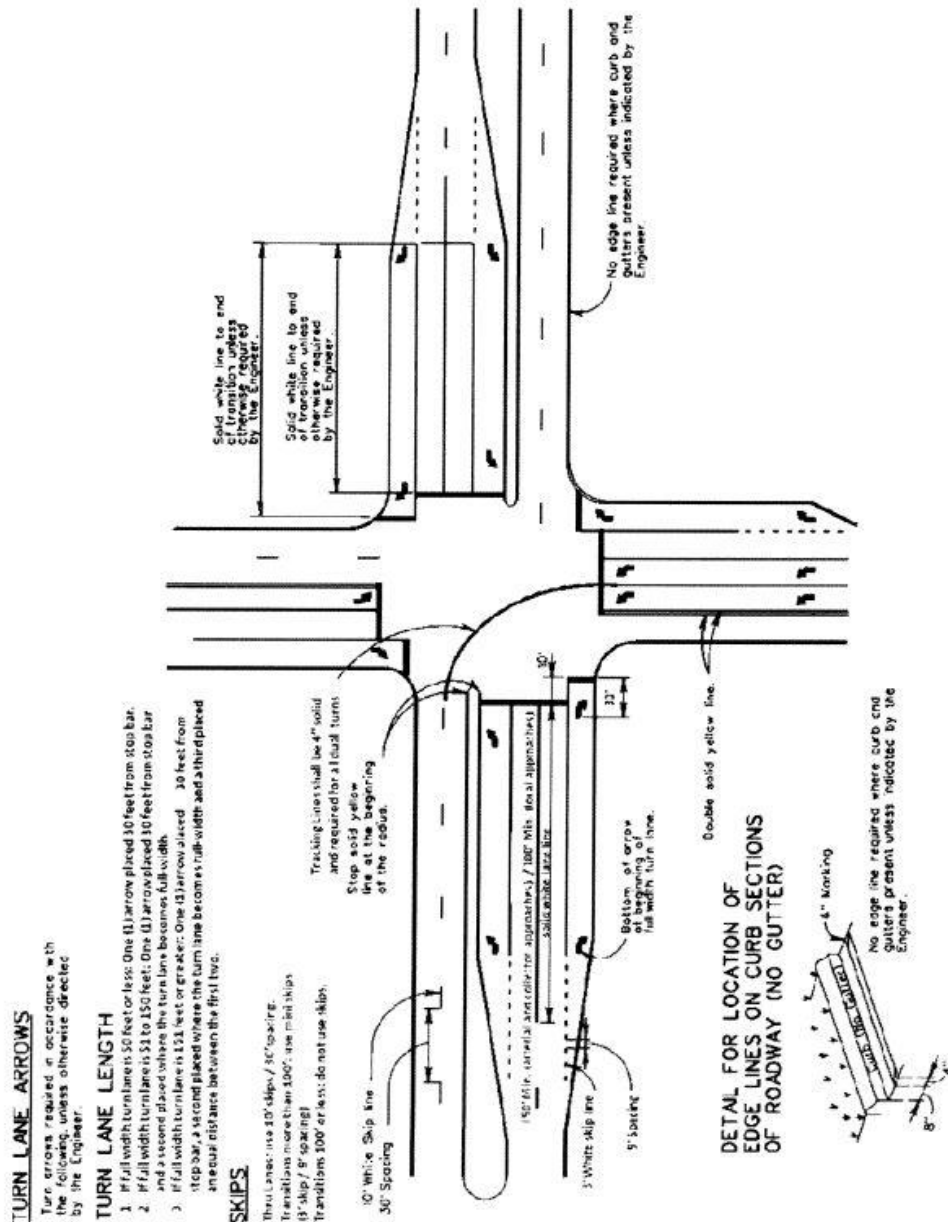


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SECTION: 2000

SUBJECT: Pavement Markings – Materials and Applications

**I. Typical Pavement Marking for Signalized Intersections**



**MENDS/SUPERSEDES:**  
 Policy dated Nov. 1, 2009

**REFERENCES:**

**APPROVAL:**

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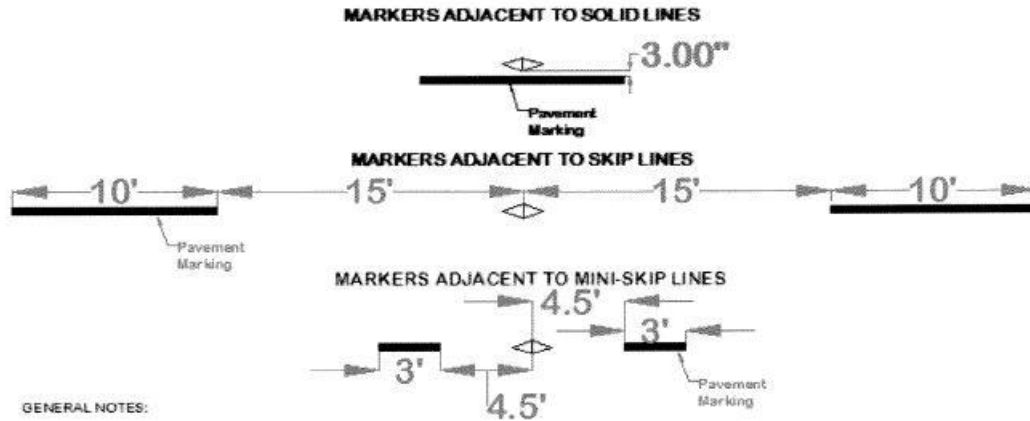


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SECTION: 2000

SUBJECT: Pavement Markings – Materials and Applications

**J. Retro-Reflector Placement Details**



**NOTES:**

1. Exact locations of the markers shall be approved by the Engineer prior to installation.
2. "Typical" Spacing Requirements:
  - 40' Center to Center when used adjacent to a solid line.
  - 80' Center to Center when used adjacent to a skip line except that on horizontal curves of 4' or more, the spacing along skip lines and channelizing lines adjacent to turn lanes can be reduced by 1/2.
  - 36' Center to Center when used adjacent mini-skip line.

MENDS/SUPERSEDES:  
Policy dated Nov. 1, 2009

REFERENCES:

APPROVAL:

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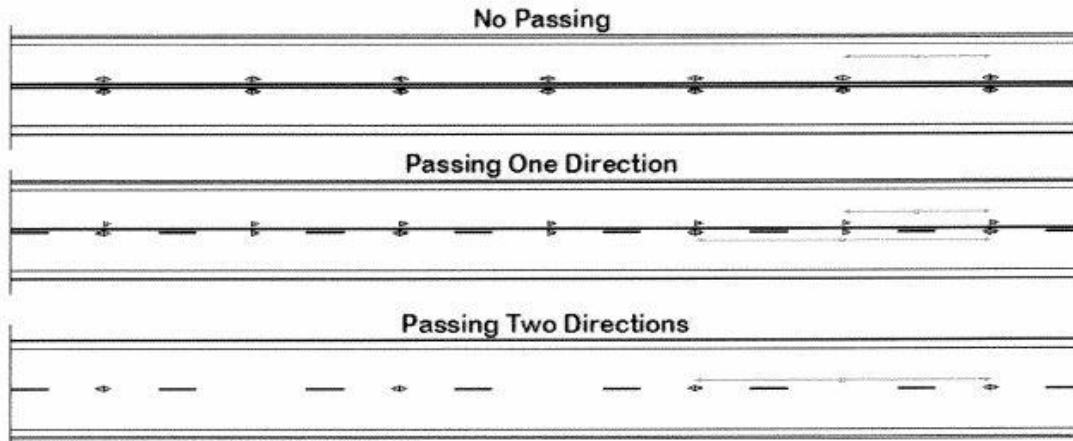
**CITY OF NEWPORT NEWS – DEPARTMENT OF ENGINEERING**  
**TRAFFIC OPERATIONS POLICY MANUAL**

EFFECTIVE DATE: 07/01/2010

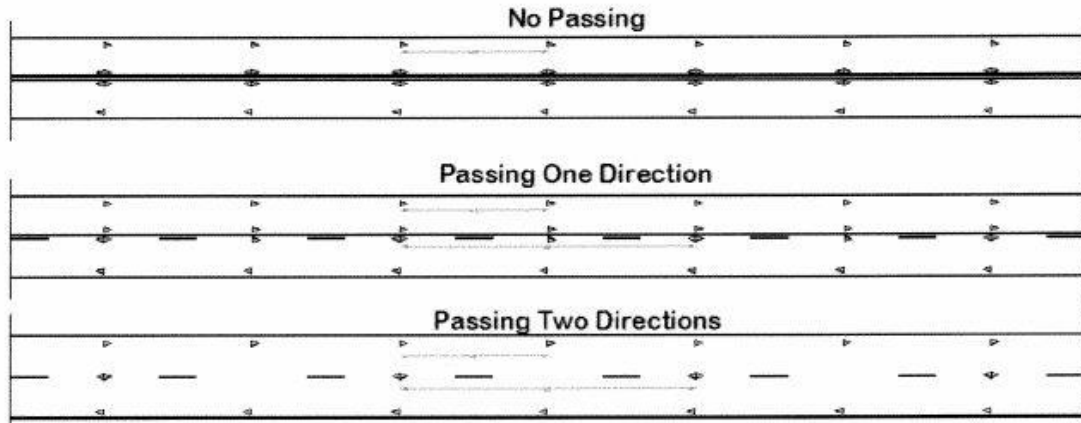
SECTION: 2000

SUBJECT: Pavement Markings – Materials and Applications

**TWO LANE ROADS - With Curb/Gutter**



**TWO LANE ROADS - Without Curb/Gutter**



**NOTES:**

1. Exact locations of the markers shall be approved by the Engineer prior to installation.
2. The following criteria shall be applied for placement reflectors on streets with substandard widths.
  - a. If the roadway is less than 21' from edge line to edge line, then no reflectors will be installed.
  - b. If the roadway is between 21' and 22' from edge line to edge line, then white reflectors will be installed adjacent to the edge lines only, leaving 9 ½ feet minimum travel lane width.
  - c. If the roadway is more than 22' from edge line to edge line, then both white edge line and yellow center line reflectors are to be used, leaving 9 ½ feet minimum travel lane width.

MENDS/SUPERSEDES:  
Policy dated Nov. 1, 2009

REFERENCES:

APPROVAL:

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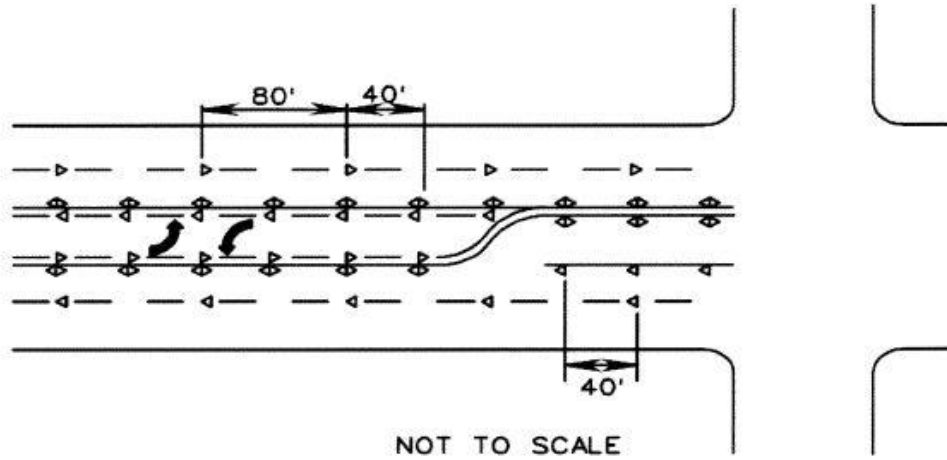
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EFFECTIVE DATE: 07/01/2010

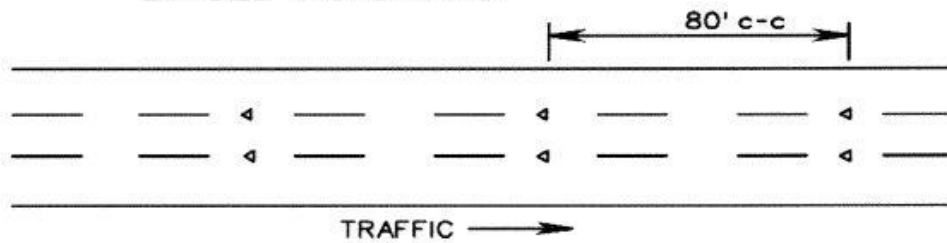
SECTION: 2000

SUBJECT: Pavement Markings – Materials and Applications

**FIVE LANE - CENTER LANE LEFT TURN ONLY**



**DIVIDED ROADWAYS**



MENDS/SUPERSEDES:  
Policy dated Nov. 1, 2009

REFERENCES:

APPROVAL:

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## **SPECIAL CONSTRUCTION CONDITIONS**

The Contractor shall protect all private property adjacent to the project limits and shall restore any property damaged during construction. Contractor shall be responsible for adjustments to private property to match project improvements. The Contractor shall also maintain access to all property and provide temporary drives and/or walks as directed by the Engineer, which shall include multiple asphalt placement or concrete placement. No specific payment shall be made for this work as it shall be included in other pay items as incidental work. Asphalt wedging at gutters and driveway entrances shall be done at no additional cost to the City. For private and commercial entrances; the asphalt shall be sloped to allow for easy ingress/egress to existing properties and to establish or maintain proper access or drainage.

The Contractor may enter into agreement with individual property owners for the use of private property. These agreements shall be between the Contractor and the private property owner and shall not include the City. Any damage or restoration done by the Contractor during the use of private property through such an agreement shall be at the sole cost and responsibility of the Contractor.

Quantities on the proposal sheet are estimates. Actual quantities could be more or less than 25%. Contractor shall not be allowed to re-negotiate unit prices if actual quantities are different than quantities shown on the proposal sheet or if item is not used. Also, no payment shall be made to the Contractor for bid items eliminated or not utilized.

Contractor shall be responsible for the maintenance of the roadway/sidewalk and protection of the traveling public and pedestrians from possible hazards such as uneven or unmarked pavements or sidewalks, pavement drop-offs and open trenches until final acceptance of the roadway by the City. A final walk-through of the project shall be conducted and any flaws shall be corrected by the Contractor at no additional cost to the City.

The Contractor shall, by letter initially and then verbally, keep the residents and businesses advised of the routing of traffic, closures of traffic ways, driveways, or other inconveniences that would alter their access to their property during construction. Contractor must meet with the public as required.

All rubble from pavement and concrete removal is to be disposed of off-site at the Contractor's expense. All debris from entire construction operations is to be removed and disposed of off-site at approved locations at no additional cost to the City. Under no conditions shall said rubble be used as backfill in any of the construction operations.

At points where the Contractor's are adjacent to any public or private utility to which damage might result in considerable expense, loss or inconvenience, work shall not commence until all arrangements necessary for the protection thereof have been completed by the Contractor. The Contractor shall cooperate with the owners of any underground or overhead utility lines in their removal and/or adjustment operations in order that these operations may progress in a reasonable manner (which shall include the Contractor uncovering, manipulating and adjusting the utility as incidental work to the project) so that duplication of adjustment work may be reduced to a minimum, and that services rendered by those parties will not be un-necessarily interrupted. In

the event of interruption to any utility services as a result of accidental breakage or as a result of being exposed or unsupported, the Contractor shall promptly notify the proper authority and shall cooperate with said authority in the restoration of service. No work shall be undertaken around fire hydrants until provisions for continued service have been approved by the local fire authority. The Contractor shall be responsible for any damage to utilities due to neglect or due to his methods of performing the work and shall be responsible for cost of restoring utility to satisfactory service.

All disturbed areas within the limits of construction or adjacent to construction shall be restored in accordance with Standard Specifications. Hydroseeding will be permitted, subject to approval of the Engineer, only in specific areas.

In some cases, grades and elevation of replacement shall be field determined subject to approval by the Engineer. Proper drainage shall be maintained in all cases.

All surplus material from site shall be disposed of off-site at the Contractor's expense, except where the material is acceptable for fill in other areas on-site.

Asphalt shall be a continuous operation minimizing the amount of cold joints. The milling and paving operations shall consist of several passes to allow traffic to run on even surfaces with no drop-offs at the end of the day. The length and depth of milling or paving and reconstruction shall be approved by the Inspector on a daily basis. Contractor is responsible for grades and shall cross-section and profile street during operations, establish proper drainage and provide cross-slope of approximately  $\frac{1}{4}$ " to 1' (unless super-elevated). Contractor shall be responsible for setting grades of manholes, water valves and other utility enclosures and making adjustments as part of the overlay price per ton. Temporary pavement markings to immediately follow milling and all asphalt lifts for safety and traffic control. Permanent pavement markings shall follow within two days of the surface mix placement. **The Contractor shall be required to adjust all manholes, water valves, etc. to proper grade prior to paving.**

All transverse joints created by discontinuing paving operations for any period of time will require a vertical face and a tacking material applied across the new asphalt in place before joining fresh asphalt. Where longitudinal joints are created by laying fresh asphalt parallel to new asphalt in place, the asphalt in place must be a minimum of 80F or the Contractor will be required to apply tacking material along the edge of the asphalt in place where the longitudinal joints will be formed to insure a permanent bond between the edges of the two applications. Non-curb and gutter streets require a machine cut 30 degree safety edge paving (see Figure 2.2 below).

The Contractor shall submit for approval a construction schedule detailing day/night/weekend work, type of work, operations, phase/sections, traffic control, etc. also considering simultaneous work by others. Construction schedule/sequence of construction must be maintained monthly. The Contractor shall attend and be prepared for "progress meetings" twice a month for the duration of the project with the Department of Engineering and Department of Development. Additional meetings may be requested when issues arise.

Contractor shall submit for approval by the City a list of subcontractors and their related construction experience. In some cases, subcontractors can be rejected.

The Contractor shall provide a Supervisor, employed by his company, on-site at all times. The proper operating equipment and crews shall also be on-site from the Contractor and from the subcontractors.

If proper operating equipment, sufficient supervision and/or sufficient crews are **NOT** present; the Contractor shall be "shut-down". The Contractor is completely responsible for any costs associated with the shut-downs.

If the construction is of poor quality, consistency, rideability, esthetics, continuity, etc. as determined by the Director of Engineering, the replacement shall be required as directed at no cost to the City. This replacement shall be in effect until the one-year warranty has expired (two-year warranty for landscaping).

The Contractor shall acquire bonds and permits as required from the State and City as part of the project cost.

Contractor shall be responsible for furnishing all necessary permits as required by the City of Newport News prior to start of construction. Proof of approved final inspections shall be required before final payment is made. The Contractor is required to obtain and pay for all necessary permits along with required bonds and insurance. A minimum \$5,000.00 bond for right-of-way permits and a minimum \$2,000.00 for land disturbing permits (based on area disturbed). These bonds are in addition to any bid bond and performance bond required as part of the bid. Contractor shall also be responsible to obtain and pay for any required permits for disposal or from other Federal and State agencies. Right-of-way permit, land disturbing permit, etc. and associated bonds shall be included in the overall bid price.

Where construction vehicle access routes intersect paved or public roads, provisions shall be made to minimize the transport of sediment by vehicular tracking onto the paved surface. Where sediment is transported into a paved or public road surface, the road surface shall be cleaned thoroughly at the end of each day or as often as directed by the Engineer.

General submittals, shop drawing submittals, and QA/QC testing submittals (4 copies each) shall be provided to the Engineer for all materials associated with the project. Location (test) pits and submitted approvals shall be completed prior to ordering related materials. Contractor is responsible for the cost of ordering materials prior to approval by the Inspector and/or Engineer.

**Figure 2-2. Drawing of FHWA's Safety Edge**

